

Job Description

District Programme Co-ordinator

Name of the Position		District Programme Co-ordinator					
Location		District Health Society, Bihar					
No. of Vacancies : 38 (Thirty Eight)							
No. of vacancies	UR	EWS	EBC	BC	SC	ST	WBC
38	M-9, F-5	M-3, F-1	M-5, F-2	M-3, F-2	M-4, F-2	1	1
Maximum Age (In years, as on 1st August, 2019): Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male & Female) - 40, SC / ST (Male & Female) – 42. 10 years relaxation in age will be admissible to Divine Body applicant.							
Eligibility Criteria							
Essential:							
Qualification:							
<ul style="list-style-type: none"><u>MBA Degree (2 years Full Time) or Post-graduate Diploma (2 years Full Time)</u> in Management / Business Administration from any recognized university / institute.ORMaster of Public Health (Full Time) from any recognized university / institute.							
Key Competencies:							
<ul style="list-style-type: none">Excellent communication skills (both written and verbal) in English, presentation skills and interpersonal abilities. Working knowledge of Hindi also desirable.Demonstrated ability to work in a multi-disciplinary team environment.Computer proficiency with high level of familiarity with data base management program and commonly used packages like MS Word, Excel, Power Point, Outlook, Email operation etc.Familiarity with national health programs, health indicators and health policy.Knowledge of dealing with files, Noting, minutes of meeting, Letter drafting etc.Efficient skills to manage people, liaise with stake holders and development partners.							
<u>Purpose of Assignment:</u>							
The District Program Coordinator would be responsible for supporting the District TB Officer in smooth implementation of the RNTC program for achieving the program objectives in the District.							
<u>Summary of Roles and Responsibilities :</u>							
The primary duties and responsibilities of District Program Coordinator will include the following but not be restricted to:							
<ol style="list-style-type: none">To work in close coordination with DTO in program management activities including planning, budgeting, procurement, logistics management, maintenance services and preparation of reports.To coordinate with the stakeholders of the program like Medical Colleges, NGOs, Private Practitioners, Professional organizations, LSGs and TB and TB related co-morbidity care providers.							

3. To assist District TB Officer in establishing inter-sectoral and inter-departmental coordination for TB control.
4. To assist the DTO in organizing trainings, meetings, reviews and sensitization workshops at the district level.
5. To assist the DTO in organizing ACSM activities at the district level, to prepare quarterly IEC reports and procurement reports.
6. To assist the DTO in identifying NGOs and PPs for partnership through various schemes and enter into MoU.
7. To assist the DTO is collecting and compiling necessary documents for disbursal of Grant in Aid to the NGOs and PPS.
8. To assist the District TB Officer in establishing systems for TB Surveillance (through MIS, Notification, etc.)
9. To assist District TB Officer in district level procurements and supply chain management including physical stock verification.
10. To assist District TB Officer in maintaining updated data base of sub district and peripheral level program managers and stakeholders.
11. To assist District TB Officer in district level human resources management.
12. To manage the public grievance redressal mechanism in the District TB Office.
13. To manage the public relations in the District TB Office and assist District TB Officer in compiling information required for reports to State TB Cell, PRIs and replies to requests under right to information.
14. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
15. Any other job assigned as per program need
16. Any other duties / assignment assigned by Reporting Authority / ED.

Remuneration/Compensation

Consolidated remuneration of Rs. 20,000 /- shall be paid per month.

Job Description

District Consultant QA

Name of the Position	District Consultant QA						
Location	One in each District Health Society, Bihar						
No. of Vacancies : 38 (Thirty Eight)							
No. of vacancies	UR	EWS	EBC	BC	SC	ST	WBC
38	* M-9, F-5	M-3, F-1	M-5, F-2	M-3, F-2	M-4, F-2	1	1
Maximum Age (In years, as on 1st August, 2019): Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male & Female) – 40, SC / ST (Male & Female) – 42. 10 years relaxation in age will be admissible to Divine Body applicant.							
Eligibility Criteria							
Essential:							
Qualification:							
<ul style="list-style-type: none">• MBBS/BDS/AYUSH/M.Sc. Nursing graduate with Masters (Full Time) from any recognized university / institute.							
OR							
<ul style="list-style-type: none">• Post Graduate Diploma (Two Years Full Time) with specialization in Hospital Management/Health Care Management from any recognized university / institute.							
OR							
<ul style="list-style-type: none">• Post Graduate Diploma (Full Time) in Healthcare Quality Management from any recognized university / institute.							
OR							
<ul style="list-style-type: none">• MBA (two years Full Time) in Hospital Management / Healthcare Management / Hospital Administration from any recognized university / institute.							
OR							
<ul style="list-style-type: none">• Master of Public Health (Full Time) from any recognized university / institute.							
Key Competencies:							
<ul style="list-style-type: none">• Excellent communication skills (both written and verbal) in English, presentation skills and interpersonal abilities. Working knowledge of Hindi also desirable.• Demonstrated ability to work in a multi-disciplinary team environment.• Computer proficiency with high level of familiarity with data base management program and commonly used packages like MS Word, Excel, Power Point, Outlook, Email operation etc.• Familiarity with national health programs, health indicators and health policy.• Knowledge of dealing with files, Noting, minutes of meeting, Letter drafting etc.• Efficient skills to manage people, liaise with stake holders and development partners.							
Purpose of Assignment:							
The District Consultant QA would be responsible for supporting in smooth implementation of the QA program for achieving the program objectives in the District.							
Summary of Roles and Responsibilities :							

1. Coordinating and promoting quality related activities and advocacy across the districts.
2. To assist the district Quality Assurance Officer in discharging his duties.
3. To assist, support and conduct assessment and scoring of public health facilities in the district.
4. Grading of healthcare facilities on the basis of score in the district.
5. Ensure the DQAC meets regularly and follow-up actions have been taken.
6. Selecting facilities that may go for Certification and supporting them in the process.
7. Estimating district's requirements (in terms of Structure, process and Outputs) for improving quality of healthcare services.
8. Review the status of QA Activities at different facilities in the district.
9. To provide Support to facilities in the district in taking appropriate and time-bound actions on closure of the Gaps, identified during assessments.
10. Conducting workshops and training at district and facility level on QA and certification of healthcare facilities.
11. To provide technical assistance to health facilities in achieving compliance to statutory requirements such as Atomic Energy Act & AERB Guideline, Blood Bank, PCPNDT act, BMW Rules, etc. In the district.
12. To review the Patient's and employee's satisfaction from different facilities, subsequently develop an action plan to address the concern of patients, which led to poor Satisfaction.
13. Advice on the further development of QA and certification across health facilities in the district.
14. To attend to any other duties/responsibilities assigned by the DQAC and SQAC.
15. Monitoring of recording /reporting system through field visits and submit the visit reports with appropriate suggestions/actions for Improvement.

Remuneration/Compensation

Consolidated remuneration of Rs. 30,000 /- shall be paid per month.

Job Description

District Consultant- NTCP

Name of the Position		District Consultant- NTCP					
Location		District Health Society					
No. of Vacancies : 19 (Nineteen)							
No. of vacancies	UR	EWS	EBC	BC	SC	ST	WBC
19	M-4, F-3	M-2, F-0	M-2, F-1	M-1, F-1	M-2, F-1	1	1
Maximum Age (In years, as on 1st August, 2019): Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male & Female) - 40, SC / ST (Male & Female) – 42.							
10 years relaxation in age will be admissible to Divine Body applicant.							
Eligibility Criteria							
Essential :							
Qualification:							
<ul style="list-style-type: none">Master of Public Health (MPH) (2 Years Full Time) from any recognized university / institute.							
OR							
<ul style="list-style-type: none">MBA / PG Diploma (2 Years Full Time) in Health Management / Hospital Management from any recognized university / institute.							
Experience:							
<ul style="list-style-type: none">Minimum 2 years of work experience in the Health Service Sector.							
Key Competencies:							
<ul style="list-style-type: none">Technical expertise in the areas of health promotion, local participatory planning and capability to function collaboratively and productively in a multidisciplinary environment.Research expertise in applying quantitative and qualitative methodologies to document the outcomes.Ability to implement innovative ideas and schemes in day to day working.Capability to function collaboratively and productively in a multidisciplinary environment.Ability to represent the program in interactions with relevant stakeholders, civil society and other agencies.Ability and willingness to travel extensively.Interpersonal and management skills with ability to work in a deadline-driven							

environment.

- Possess team working capability.
- Program management skills.
- Good command over MS-Office (Word, Excel, Power Point) and email operations/ internet etc.
- Excellent communication skill, presentation skill, analytical skill, oral and written communication skill in English.
- Working knowledge of Hindi is also desirable.

Purpose of Assignment:

District Consultant- NTCP would be responsible for overall management of NTCP activities of the respective District Health Society. The person would be responsible for providing technical and managerial inputs on NTCP program.

Summary of Roles and Responsibilities :

The primary duties and responsibilities of District Consultant- NTCP cell will include the following but not be restricted to:

- To provide technical as well as program management support for planning and implementation of National Program for Tobacco Control at district level.
- To support and monitor the tobacco control activities of the District Tobacco Control Cell and assist in implementation of tobacco control laws.
- To facilitate training and advocacy program for civil societies, law enforcers, state health authorities, media and health professionals at district level.
- To coordinate in effective implementation of components of the National Tobacco Control Program.
- To ensure quality and monthly reporting of all the activities including utilization of resources undertaken by the District Tobacco Control Cell.
- To assist in preparation of reports.
- Undertake any other duties assigned to him by Reporting Authority/ ED, SHSB and his team.

Remuneration/Compensation

Consolidated remuneration of Rs. 32000/- shall be paid per month.

Job Description

Finance cum logistics Consultant

Name of the Position		Finance cum logistics Consultant					
Location		District Health Society, Bihar					
No. of Vacancies : 24 (Twenty Four)							
No. of vacancies	UR	EWS	EBC	BC	SC	ST	WBC
24	M-5, F-4	M-2, F-0	M-3, F-1	M-2, F-1	M-2, F-2	1	1
Maximum Age (In years, as on 1st August, 2019): Maximum Age (In years, as on 1st August, 2019): Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male & Female) - 40, SC / ST (Male & Female) – 42.							
10 years relaxation in age will be admissible to Divine Body applicant.							
Eligibility Criteria							
<u>Essential:</u>							
<ul style="list-style-type: none">• <u>MBA (2 Years Full-time)</u> in Finance (major specialization in Finance) from any recognized institute/ university. <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• <u>Post-graduate Diploma (2 Years Full-time)</u> in Finance (major specialization in Finance) from any recognized institute/ university. <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• CA / ICWA							
<u>Key Competencies:</u>							
<ul style="list-style-type: none">• Good knowledge of accounting.• Analytical skills.• Problem solving skills.• Decision making Skills.• Effective written communication both in Hindi and English including ability to write reports and notes, etc.• Time management skills.• Computer proficiency with commonly used packages like MS Word, Excel, Power Point, Outlook, Email operation etc.							
<u>Purpose of Assignment:</u>							
To support National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases & Stroke in all matters relating to accounts, budgeting and finance and management of accounting procedure at the District level.							
<u>Summary of Roles and Responsibilities :</u>							
<ol style="list-style-type: none">1. To support all matters relating to accounts, budgeting and financial matters. and management of accounting procedure pertaining to NPCDCS in the District.2. To organize and maintain the fund flow mechanism at Districts.3. Accurate and timely submission of quarterly report on expenditure to State on Financial aspects of activities in Cancer, Diabetes, CVD & Stroke and Elderly.4. Preparing annual and quarterly budgets for the District							

5. Ensuring that adequate internal controls are in place to support the payments and receipts.
6. Ensuring timely consolidation of accounts/financial statements at the District.
7. Supporting the audit of the accounts of the District in accordance with the financial guidelines.
8. Reviewing the accounts and records of the District on a periodic basis.
9. Preparing consolidated SOE of NPCDCS on a quarterly basis.
10. Any other job assigned by concerned officers.

Remuneration/Compensation

Consolidated remuneration Rs.30,000 /- per month.

Job Description
FEEDING DEMONSTRATOR

Position	FEEDING DEMONSTRATOR
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Location	At NRC
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No. of Vacancies : 92

No. of vacancies	UR	EWS	EBC	BC	SC	ST	WBC
92	M-23, F-14	M-7, F-2	M-11, F-5	M-7, F-4	M-10, F-5	1	3

Maximum Age (In years, as on 1st August, 2019): Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male & Female) - 40, SC / ST (Male & Female) – 42.

10 years relaxation in age will be admissible to Divine Body applicant.

Essential Qualification:

- Bachelor's degree (Full Time) in dietetics/ nutrition

Key Competencies :

- Knowledge of bases and foundations of eating habits and human nutrition.
- Knowledge of impact of diet on health.
- Good communication skills, including the ability to explain complex things simply.
- Ability to work in a team.
- Excellent interpersonal skills.
- Computer proficiency in MS office package.
- Ability to make effective collaboration with the patients and community.
- Comfortable working in collaborative environment with many partners and stakeholders.

Purpose of Assignment:

The Feeding Demonstrator would be responsible for dietary management of children and counselling of mothers.

Summary of Roles and Responsibilities :

The primary duties and responsibilities of feeding demonstrator/Nutrition Counsellor will include the following but not be restricted to:

- Plan the Diet according to child's weight, age and condition.
- Ensure that food according to plan is being cooked and served.
- Record weight daily of each admitted SAM child and grading weight for age and weight for height for daily monitoring and other recording formats as prescribed.
- Train the mothers of severely malnourished children on how to prepare special diets for their children through demonstration.
- Ensure that the mothers are able to cook the food as planned for their child.
- Ensure that every child in -NRC gets the food according to the plan and eats that food.
- Ensure that food and environmental hygiene are being taken care of in the NRC.
- In case if there is no improvement in weight till three days, then record food consumption data of the child for three consecutive days and discuss the matter with the medical team.
- Maintain stock register of kitchen items such as utensils, accessories and food commodities such as

cereals, vegetables, fruits, milk, eggs etc.

- Ensure medical treatment for each child in coordination with the paediatrician as well as ANM.
- To do counselling of the mothers during their stay at NRC on Hygiene, Routine Immunization, Information of Initiation of breast feeding of new born and exclusive breast feeding for six month ,hand washing before feeds and after defecation, family planning method etc.
- Update Patient records in prescribed format and prepare monthly report of NRC.
- He /She will work and discharge his / her duties in consultation with Nodal officer NRC in the district under the overall guidance of Civil Surgeon.

Remuneration/Compensation:

Consolidated remuneration of Rs. 12,000 /- shall be paid per month.

Job Description

COMMUNITY BASED CARE EXTENDER (CBCE)

Position	COMMUNITY BASED CARE EXTENDER (CBCE)						
Location	At NRC						
No. of Vacancies : 54							
No. of vacancies	UR	EWS	EBC	BC	SC	ST	WBC
54	M-14, F-8	M-4, F-1	M-7, F-3	M-4, F-2	M-5, F-3	1	2
Maximum Age (In years, as on 1st August, 2019): Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male & Female) - 40, SC / ST (Male & Female) – 42. 10 years relaxation in age will be admissible to Divine Body applicant.							
Essential Qualification: <ul style="list-style-type: none">• Bachelor's degree (Full Time) from any recognized institute/ university.							
Key Competencies : <ul style="list-style-type: none">• Strong Demonstration Skill.• Good communication skills, including the ability to explain complex things simply.• Ability to work in a team.• Excellent interpersonal skills.• Computer proficiency in MS office package.• Ability to make effective collaboration with the community.• Comfortable working in collaborative environment with many partners and stakeholders.							
Purpose of Assignment: <p>The Community based care Extender would be responsible for Screening of SAM children in the community and communication activity for identification of SAM children.</p>							
Summary of Roles and Responsibilities : <p>The primary duties and responsibilities of Community based care Extender will include the following but not be restricted to:</p> <ul style="list-style-type: none">• Screening of SAM children identified by ASHA/AWW at community level along with ANM of APHC/HSC through MUAC tape.• Listing of finally screened SAM with their address and contact number.• Coordinate between NRC, PHC (MOIC/BHM/BCM & ANMs), RBSK teams and block ICDS (CDPO/LS) for admission and follow up of SAM children.• Attend ANM weekly meeting and ASHA monthly meeting at PHC; and AWW monthly meeting at ICDS Project office – for planning with ANM/ASHA/AWW for SAM assessment.• Assist in data compilation in soft copy with FD.• To do counselling of the mothers during their visit in the field on SAM, Hygiene, Routine Immunization, Information of Initiation of breast feeding of new born and exclusive breast feeding for six month ,hand washing before feeds and after defecation, family planning method etc.• He /She will work and discharge his / her duties in consultation with Nodal officer NRC in the district under the overall guidance of Civil Surgeon.							
Remuneration/Compensation: <p>Consolidated remuneration of Rs. 12,000 /- shall be paid per month.</p>							