

Job Description

HR CONSULTANT

Name of the Position	HR CONSULTANT						
No. of Vacancies	01 (One)						
Location	State Health Society, Bihar (SHSB), Patna						
No. of Vacancies : 01(One)							
No. of vacancies	Unreserved	EWS	EBC	BC	SC	ST	WBC
01	01	0	0	0	0	0	0
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">MBA (two years Full Time) in HR (major specialization in HR/ HRM) from any recognized institute/ university OR <ul style="list-style-type: none">Post-graduate Diploma (two years Full Time) in HR (major specialization in HR/ HRM) from any recognized institute / university Experience: <ul style="list-style-type: none">Minimum 2 years of post - qualification working experience in HR Functions.							
Key Competencies: <ul style="list-style-type: none">Well versed with current trends and practices of HR function.Knowledge and experience of governmental Policy, documentation, filing process and procedure in Human Resource Management.Excellent communication skills in English (both written and oral), presentation skills and interpersonal abilities. Working knowledge of Hindi also desirable.Demonstrated ability to work in a multi-disciplinary team environment.Knowledge of dealing with files, Noting, minutes of meeting, Letter drafting etc.Demonstrated ability to objectively analyze data and has an eye for detail.Efficient skills to manage people, liaise with stake holders and development partners.Should have good command on MS Office and other tools / applications related to HR.							
Purpose of Assignment: HR Consultant will report to Deputy Secretary-cum-I/c-HR, SHSB. S/he shall be managing all HR functions at the State Health Society, Bihar (SHSB) and oversee all HR activities of its branch offices i.e. RMPU, DPMU, BPMU.							
Summary of Roles and Responsibilities : <ul style="list-style-type: none">Implementing HR Strategies in SHSB towards effective Human Resource Management.Preparing Terms of References / Job Advertisements / Tender Documents / SOPs / HR Policies, as and when needed.S/he should be responsible for developing a performance management strategy.Assisting I/c HR in the Annual Performance Appraisal exercise.Work on automated attendance system / HRMIS software and generate reports as and when required.Finalizing Contract arrangement with recruitment agencies, as and when needed.Identifying different institutions / Trainers & organize trainings for personnel.Managing MIS / Trackers / Database / Dash Boards.Creating Forms & Format – as and when required.Conducting Reference Checks, Preparing Offer Letters & Contracts, Induction of Consultants.Undertake any other assignments, which may be assigned from time to time by the Incharge							

Human Resource or the Executive Director, SHSB. Managing MIS / Trackers / Database / Dash Boards.

- Creating Forms & Format – as and when required.
- Undertake any other assignments, which may be assigned from time to time by the Human Resource In Charge or the Executive Director, SHSB.

Remuneration/Compensation

Consolidated remuneration of Rs. 50000/- shall be paid per month.

Job Description

HR CONSULTANT - Performance Management

Name of the Position		HR CONSULTANT- Performance Management					
No. of Vacancies		01 (One)					
Location		State Health Society, Bihar (SHSB), Patna					
No. of Vacancies : 01(One)							
No. of vacancies	Unreserved	EWS	EBC	BC	SC	ST	WBC
01	01	0	0	0	0	0	0
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"> MBA (two years Full Time) in HR (major specialization in HR/ HRM) from any recognized institute/ university OR Post-graduate Diploma (two years Full Time) in HR (major specialization in HR/ HRM) from any recognized institute / university 							
Experience: <ul style="list-style-type: none"> Minimum 2 years of post - qualification working experience in HR Functions. 							
Key Competencies: <ul style="list-style-type: none"> Well versed with current trends and practices of Performance Management System. Knowledge and experience of governmental Policy, documentation, filing process and procedure in Human Resource Management. Excellent communication skills in English (both written and oral), presentation skills and interpersonal abilities. Working knowledge of Hindi also desirable. Demonstrated ability to work in a multi-disciplinary team environment. Knowledge of dealing with files, Noting, minutes of meeting, Letter drafting etc. Demonstrated ability to objectively analyze data and has an eye for detail. Efficient skills to manage people, liaise with stake holders and development partners. Should have good command on MS Office and other tools / applications related to HR. 							
Purpose of Assignment: HR Consultant - Performance Management will report to Deputy Secretary-cum-I/c-HR, SHSB. S/he will manage Performance Management System at State Health Society, Bihar.							
Summary of Roles and Responsibilities : <ul style="list-style-type: none"> Managing performance management functions at the State Health Society, Bihar (SHSB) and oversee all HR activities of its branch offices i.e. RPMU, DPMU, BPMU. Implementing HR Strategies in SHSB towards effective Human Resource Management. S/he should be responsible for developing a performance management strategy- which includes appraisals, feedback, incentives and disincentives, promotions and increments. Assisting I/c HR in the Annual/ Quarterly Performance Appraisal exercise. Assist in developing the goals, objectives and KRAs of all health facility aligned to the organizational aims and goals. Link Performance Management to e-HRMIS Manav Sampada for bringing efficiency and transparency in the system and generate PMS reports as and when required. Define Performance Indicator (KPI) and Key Result Area (KRA) for all roles/ programs. Assist in developing the goals, objectives and KRAs of all health facility aligned to the organizational 							

aims and goals.

- Develop Job Descriptions / Terms of Reference / SOPs / HR Policies, as and when needed for all positions aligned to the organizational goals.
- Assist in preparation of relevant Tender Documents.
- Promote use of e-HRMIS Manav Sampada for PMS in bringing efficiency and transparency in the system.
- Develop and implement a promotion and transfer policy and strategy.
- Manage employee communication.
- Managing MIS / Trackers / Database / Dash Boards.
- Creating Forms & Format – as and when required.
- Undertake any other assignments, which may be assigned from time to time by the Human Resource In Charge or the Executive Director, SHSB.

Remuneration/Compensation

Consolidated remuneration of Rs. 50000/- shall be paid per month.

Job Description

HR CONSULTANT- Compensation & Benefits / Employee Engagement

Name of the Position	HR CONSULTANT – Compensation & Benefits / Employee Engagement						
No. of Vacancies	01 (One)						
Location	State Health Society, Bihar (SHSB), Patna						
No. of Vacancies : 01(One)							
No. of vacancies	Unreserved	EWS	EBC	BC	SC	ST	WBC
01	01	0	0	0	0	0	0
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">MBA (two years Full Time) in HR (major specialization in HR/ HRM) from any recognized institute/ universityORPost-graduate Diploma (two years Full Time) in HR (major specialization in HR/ HRM) from any recognized institute/ university							
Experience:							
<ul style="list-style-type: none">Minimum 2 years of post - qualification working experience in HR Functions.							
Key Competencies:							
<ul style="list-style-type: none">Knowledge and experience of governmental Policy, documentation, filing process and procedure in Human Resource Management.Knowledge of Compensation and Benefits practices.Knowledge of Employee Engagement practices.Excellent communication skills in English (both written and oral), presentation skills and interpersonal abilities. Working knowledge of Hindi also desirable.Demonstrated ability to work in a multi-disciplinary team environment.Knowledge of dealing with files, Noting, minutes of meeting, Letter drafting etc.Demonstrated ability to objectively analyze data and has an eye for detail.Efficient skills to manage people, liaise with stake holders and development partners.Should have good command on MS Office and other tools / applications related to HR.							
Purpose of Assignment:							
HR Consultant Compensation & Benefits/ Employee Engagement will report to Deputy Secretary-cum-I/c-HR, SHSB. S/he will manage Compensation & Benefits and Employee Engagement at State Health Society, Bihar.							
Summary of Roles and Responsibilities :							
<ul style="list-style-type: none">Managing Compensation & Benefits and Employee Engagement functions at the State Health Society, Bihar (SHSB) and oversee all related HR activities of its branch offices i.e. RMPU, DPMU, BPMU.Implementing related HR Strategies in SHSB towards effective Human Resource Management.Through climate surveys and other methods, regularly collect information on motivation of staff and key issues to be addressed.Carry out a literature review and market survey of the compensation for various critical skills and levels, best benefit policy relating to health and insurance, accidental policy covering all employees and their communication to all.Assist in salary rationalization.Support senior management in addressing key issues that affect staff.Develop a reward and recognition policy across for employees across the state (monetary and non-monetary incentives).Design pay-for-performance plans, which include guidelines for bonuses and incentive pay.							

- Appreciate and celebrate staff who has contributed significantly.
- Manage Reward & Recognition.
- Facilitation of learning sessions, focus groups for HRM practices (across the organization).
- To evaluate the current HR competencies and identify gaps and requirements to ensure the organization is fulfilling legislated requirements and leading practices.
- District/ Block visit and engage with employees.
- One to one with employees and ensure timely grievance redresal.
- Ensure that all employee queries related to HR are resolved within given timeline.
- Manage employee communication.
- Managing MIS / Trackers / Database / Dash Boards.
- Creating Forms & Format – as and when required.
- Undertake any other assignments, which may be assigned from time to time by the Human Resource In Charge or the Executive Director, SHSB.

Remuneration/Compensation

Consolidated remuneration of Rs. 50000/- shall be paid per month.

Job Description
EPIDEMIOLOGIST (Assistant Program Officer)

Name of the Position		EPIDEMIOLOGIST (Asst. Program Officer)					
Location		State Health Society, Bihar (SHSB), Patna					
No. of Vacancies : 01(One)							
No. of vacancies	Unreserved	EWS	EBC	BC	SC	ST	WBC
01	01	0	0	0	0	0	0
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 from any recognized University/ Institute. OR Master of Public health (Full Time) from any recognized University/ Institute. OR PhD in Epidemiology / Statistics / Community health from any recognized University/ Institute. Experience : <ul style="list-style-type: none"> Minimum 3 years post-qualification work experience in Health Service Sector. 							
Key Competencies:							
<ul style="list-style-type: none"> Knowledge of Epidemiology and related issues. Knowledge of program management. Working knowledge of computers. 							
Summary of Roles and Responsibilities :							
<ul style="list-style-type: none"> To assist the SPO – RNTCP in program management activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting. To link state TB cell with stake holders of the program within and outside the state. To assist SPO – RNTCP in gathering political and administrative commitment required for the program. To coordinate with State NRHM Office and other State level institutions in matters of programme planning, budgeting and finances, monitoring and supervision, training, etc. To assist SPO – RNTCP in establishing inter-sectoral and interdepartmental coordination for TB control. To conduct supervisory visits to the districts (including State Internal Evaluations) and report to SPO – RNTCP. To gather information on state/district demographics, special populations, migration, socioeconomic determinants of TB, cost for care, TB management practices and access to TB care. Validation of routine surveillance data and quality assurance To assist the SPO – RNTCP in establishing systems for TB Surveillance (through MIS, Notification, etc.) To provide feedbacks to the surveillance data sources. To collaborate with the district nodal officers for TB notification and monitor the process of notification. To compile reports to Central and state governments and stakeholders of the program on mandatory TB notification and manage other TB related information. 							

- To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
- Any other job assigned by ED,SHSB/ Reporting Authority.

Remuneration/Compensation

Consolidated remuneration of Rs. 45,000 /- shall be paid per month.

Job Description

Technical Officer (Procurement & Logistics)

Name of the Position	TECHNICAL OFFICER - Procurement & Logistics						
Location	State Health Society, Bihar (SHSB), Patna						
No. of Vacancies : 01(One)							
No. of vacancies	Unreserved	EWS	EBC	BC	SC	ST	WBC
01	01	0	0	0	0	0	0
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"> MBA Degree (2 years Full Time) or Post-graduate Diploma (2 years Full Time) in Management / Business Administration. 							
Experience :							
<ul style="list-style-type: none"> Minimum 2 years of post - qualification working experience in Logistics/ Procurement/ Operations. 							
Key competencies:							
<ul style="list-style-type: none"> Team building and Team management. Understanding of RNTCP program. Conversant with Microsoft Office (Word, Excel, Power Point) etc. Data collection analysis, with appropriate skill of coordination and follow-up. Timely communication, reporting, filling and documentation. Inventory Planning and Management. Warehouse Management. Familiarity with automated Supply Chain MIS. Domain knowledge in the area of Logistic, Procurement and Supply chain management. Excellent planning and execution skills. 							
Purpose of Assignment:							
To maintain and update the data base of manufacturers/suppliers of program logistics.							
Summary of Roles and Responsibilities :							
<ul style="list-style-type: none"> To maintain and update the data base of manufacturers/suppliers of program logistics. To prepare documents for State level procurement including invitation for competitive bids, quotations, Direct Shopping or Direct Purchase on a case to case basis. To assist State TB Officer in conducting pre and post procurement quality assessment. To prepare report on state level procurement. To track and review the periodic procurement reports from the districts and provide feedbacks. Monitoring and evaluation of district level procurements based on the district annual action plans. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action. Monitor the performance of manufacturers/suppliers in preventive maintenance of equipment under warranty and initiate statutory procedures on non-compliance. Monitor the districts for timely engagement/ renewal of contracts of agencies for preventive maintenance of equipment. To ensure timely action by the districts to prevent expiries by monitoring stocks at each stocking point. 							

- To train the district program managers and district nodal officers for PSM.
- To conduct supervisory visits to state/district stores and report to State TB Officer.
- Any other job assigned by EDSHSB/ Reporting Authority.

Remuneration/Compensation

Consolidated remuneration of Rs. 35000 /- shall be paid per month.

Job Description

DRTB (Drug Resistant Tuberculosis) COORDINATOR

Name of the Position		DRTB COORDINATOR					
Location		State Health Society, Bihar (SHSB), Patna					
No. of Vacancies : 01(One)							
No. of vacancies	Unreserved	EWS	EBC	BC	SC	ST	WBC
01	01	0	0	0	0	0	0
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 from institution recognized by Medical Council of India; Must have completed compulsory rotatory internshipOR• Master of Public Health (Full Time)							
Experience :							
<ul style="list-style-type: none">• Minimum 3 years post-qualification work experience in Health Service Sector.							
Key competencies :							
<ul style="list-style-type: none">• Good knowledge of DRTB, PMDT and related issues• Good understanding and knowledge about public health programs.• Good interpersonal skills• Data analysis, projection, evaluation with appropriate skills of coordination and follow-up.• Timely communication, reporting, filing and documentation.• Working knowledge of computer.							
Summary of Roles and Responsibilities :							
<ol style="list-style-type: none">1. To handle day to day correspondence in State TB Office pertaining to PMDT.2. To maintain updated data base of DST laboratories, DRTB centres, DRTB centre committee members, District DRTB Supervisors, sub-district level supervisors, sputum collection centres, sputum transport agencies and supply chain management agencies engaged for second line drugs and to coordinate with them for diagnosis and management of DRTB.3. To ensure effective coordination / communication between DR-TB Centres / IRLs / CDST labs/STC/DTCs4. To ensure timely submission of periodic reporting from laboratories, DRTB centres and District TB Centres.5. To ensure quality of reports by validation and verification at source.6. To conduct supervisory visits to DRTB service sites and report to State TB Officer.7. To monitor second line drug supply chain and to ensure their availability at DRTB management sites.8. To facilitate trainings on PMDT.9. To organize meetings and workshops related to PMDT at State and District level10. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action.11. Any other job assigned as per programme need.							
Remuneration/Compensation							
Consolidated remuneration of Rs. 41,000/- shall be paid per month.							

Job Description**State PPM (Public Private Mix) Coordinator**

Name of the Position		State PPM (Public Private Mix) Coordinator					
Location		State Health Society, Bihar (SHSB), Patna					
No. of Vacancies : 01(One)							
No. of vacancies	Unreserved	EWS	EBC	BC	SC	ST	WBC
01	01	0	0	0	0	0	0
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"> MBA (two years Full Time) in Hospital Management / Healthcare Management / Hospital Administration from any recognized university / institute. OR Post – Graduate Diploma (two years Full Time) in Hospital Management / Healthcare Management from any recognized university / institute. OR Master of Public Health (Full Time) from any recognized university / institute. Experience: <ul style="list-style-type: none"> Minimum 2 years post-qualification work experience in field of Public-Private Partnership in health sector/ Public Health programs. 							
Key Competency: <ul style="list-style-type: none"> Awareness of Tuberculosis Control Programs. Knowledge of Government financial and legal rules pertaining to PPP projects. Knowledge of computer operations. 							
Summary of Roles and Responsibilities : To assist the State TB officer in : <ol style="list-style-type: none"> Implementation of PPM and ACSM activities at the State, district and sub-district level. Identifying NGOs, Private providers for partnerships and facilitating the process of partnerships. Coordinating workshops / meetings for improving involvement of PPs & NGOs. Collating the required information from NGOs / PPs / Partners to enable quality monitoring and enhancing TB control activities. Compiling necessary documents for disbursement of Grant in Aid to NGOs and PPs. Facilitating periodic review of partnerships with different stakeholders Coordinating with the medical college / hospitals / teaching institutes / schools for improved involvement in the program. Coordinating with corporate / private hospitals for their involvement in the program. Monitoring PPM activities of partners at field level on behalf of STO Periodically visit districts on a pre-approved travel plan in consultation with the STO Participate in State RNTCP internal evaluations as a team member Prepare monthly and quarterly reports of PPM activities for STO Documentation of best practices of PPM partners for annual reports. To facilitate change management with respect to use of ICT & Nikshay tools for concerned 							
Remuneration/Compensation Consolidated remuneration of Rs. 35,000 /- shall be paid per month.							

Job Description

CONSULTANT MENTAL HEALTH

Name of the Position	CONSULTANT MENTAL HEALTH						
Location	State Health Society, Bihar (SHSB), Patna						
No. of Vacancies : 01(One)							
No. of vacancies	Unreserved	EWS	EBC	BC	SC	ST	WBC
01	01	0	0	0	0	0	0
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">• Post Graduate Diploma (Full Time) in Clinical Psychology from any recognized institute/ university. OR• Masters of Public Health (Full Time) from any recognized institute/ university.							
Key Competencies: <ul style="list-style-type: none">• Good communication skills (both written and Oral) in English & Hindi and presentation skills.• Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point, Outlook, Email operation etc.• Data analysis.• Timely communication, reporting, filing and documentation.• Technical expertise in the areas of health promotion .• Familiarity with National Mental Health Program, 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.• Research expertise in applying quantitative and qualitative methodologies to document the outcomes.• Track record of implementing innovative ideas and schemes in day to day work.• Capability to function collaboratively and productively in a multidisciplinary environment.• Ability and willingness to travel extensively.• Interpersonal and management skills with ability to work in a deadline –driven environment• Posses team working capability.							
<u>Purpose of Assignment:</u> Consultant in Mental Health Cell would be responsible for overall management of NMHP activities of the respective State/District Health Society. The person would be responsible for providing technical and managerial input on NMHP program.							
<u>Summary of Roles and Responsibilities :</u> The primary duties and responsibilities of Consultant of NMHP cell will include the following : <ul style="list-style-type: none">• To help SPO Mental Health in providing technical as well as program management support for planning and implementation of NMHP at state / district level.• To support and monitor the mental health activities of the state/district mental health cell and assist in implementation of DMHP.• To ensure quality and monthly reporting of all the activities including utilization of resources undertaken by							

the state/District Mental Health Program cell.

- To assist in preparation of reports.
- To undertake any other task and responsibilities assigned by the superior authorities.
- Any other duties / assignment assigned by Reporting Authority / ED.

Remuneration/Compensation

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

Job Description

TECHNICAL OFFICER (SURVEILLANCE, M&E AND RESEARCH)

Name of the Position	Technical officer (Surveillance, M&E and Research)						
Location	State Health Society, Bihar (SHSB), Patna						
No. of Vacancies : 01(One)							
No. of vacancies	Unreserved	EWS	EBC	BC	SC	ST	WBC
01	01	0	0	0	0	0	0
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 OR BDS OR Masters in Public Health (MPH) (2 years Full Time) / Masters in Applied Epidemiology (MAE) / MBA (2 years Full Time) in Health or Hospital Management from recognized University/ Institute of India 							
Key Competencies:							
<ul style="list-style-type: none"> Familiarity with national health programs, health indicators and health policy. Understanding of Public Health Disease. Understanding of Bio Medical waste management, Bio Safety guidelines and internal / external QA. Computer proficiency with commonly used packages like MS Word, Excel, Power Point, Outlook, Email operation etc. Data collection analysis, projection, evaluation with appropriate skills of coordination and follow-up. Demonstrated ability to objectively analyze data and has an eye for detail. Capacity Building. Managerial skills. 							
Purpose of Assignment: The main objective of the assignment is to provide technical support to the State/ District viral hepatitis management unit in implementation of the program. He/ She would undertake regular field visit to monitor and evaluate the program.							
Summary of Roles and Responsibilities :							
<ul style="list-style-type: none"> Provide technical assistance for implementation of the 'Integrated Initiative for Prevention and Control of Viral Hepatitis' and its goals in states and districts, as may be agreed upon from time to time. To assist the focal person for surveillance, monitoring and Evaluation related activities at various levels under the initiative. Ensure implementation of Standard Operating procedures, Biomedical-Waste Management and Bio-safety guidelines and implementation of Internal Quality Control and participation in External Quality Assessment Scheme (EQAS) in all laboratories under the initiative. Supervise through on site visits and provide technical support for strengthening of state and District Laboratories under the initiative; Ensure timely submission of reports on laboratory tests carried out in state and district laboratories to the NPMU Regular monitoring of the functioning of District Laboratories and State referral lab network 							

under the initiative and coordinate with IDSP for same;

- **Willingness to travel to states & districts** to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.
- **Participate in epidemic/outbreak investigation** as member of Rapid Response Team (RRT) for viral hepatitis as and when required and provide support for sample collection and transport of specimens.
- **Undertake review of literature** and stay up-to-date on current trends in health systems strengthening with regard to the initiative for prevention and control of viral hepatitis.
- **Collect and analyse state and national data** on components of the initiative on regular basis.
- **Responsible for Program Implementation Plan** of States (PIP) state PIP- through coordinating and incorporating inputs for the initiative.
- Budgeting and financial planning for the Integrated initiative for Prevention and Control of Viral Hepatitis
- **Building capacities at district and state level** under the initiative.
- **Facilitate all work related to EQAS periodically**
- Develop **study / evaluation protocols/guidelines** and undertake and/or guide research studies as needed.
- Undertake other assignments, which may be assigned from time to time by the Reporting
- Any other duties / assignment assigned by Reporting Authority / ED.

Remuneration/Compensation

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

Job Description

State Veterinary Consultant

Name of the Position		State Veterinary Consultant					
Location		State Health Society, Bihar (SHSB), Patna					
No. of Vacancies : 01(One)							
No. of vacancies	Unreserved	EWS	EBC	BC	SC	ST	WBC
01	01	0	0	0	0	0	0
Maximum Age (In years, as on 1st August, 2019): Unreserved / EWS (Open) – 37, Unreserved / EWS (Female) – 40, BC / EBC (Open / Female) - 40, SC / ST (Open / Female) – 42. 10 years relaxation in age will be admissible to Divine Body applicant.							
Eligibility Criteria							
Essential: Qualification: <ul style="list-style-type: none">Post graduate Veterinary degree in Veterinary Public Health or Veterinary Epidemiology or Veterinary Medicine or Veterinary Microbiology or Veterinary Pathology from a recognized university/ instituteORBachelor's Degree in Veterinary Science and Animal Husbandry from a recognized university/ institute							
Key Competencies: <ul style="list-style-type: none">Broad knowledge and understanding of animal disease surveillance system, epidemiology including diseases of Public Health importance.Excellent skill in data analysis in field epidemiology.Excellent analytical, oral and written communication skillsWilling to travel extensively within state.Proficient in computer applications (MS-Word, Excel, and Power point), email and internet etc.							
Purpose of Assignment: State Veterinary Consultant will be part of IDSP team and will report to state surveillance officer. The incumbent will provide overall support in strengthening, monitoring and supervision of IDSP.							
Summary of Roles and Responsibilities : <ul style="list-style-type: none">Establishment of inter-sector coordination with Departments of Animal Husbandry / Agriculture, Wild life, Urban Development, Rural Development and other sectors.Coordinate regular meetings of key strategic stake holders and assist in inter- sector coordination for effective IDSP implementation.Organize and monitor timely collection, compilation and analysis of surveillance data from the districts.Regular visits for monitoring the IDSP implementation in the Districts.Supervising, monitoring and training state /district officials and liaison with them.Initiate and guide outbreak investigations promptly following the standard operating procedures.Support effective operational integration of disease control efforts based on the surveillance data.Quarterly performance report to be prepared for appraisal Performing other duties as requiredAny other duties / assignment assigned by Reporting Authority / ED.							
Remuneration/Compensation Consolidated remuneration of Rs. Rs. 35,000 p.m./- shall be paid per month.							

Job Description

Consultant- Training / Technical

Name of the Position		Consultant – Training / Technical					
Location		State Health Society, Bihar (SHSB), Patna					
No. of Vacancies : 01(One)							
No. of vacancies	Unreserved	EWS	EBC	BC	SC	ST	WBC
01	01	0	0	0	0	0	0
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• Master of Social Work (MSW) (Regular Mode) / M.A (Social Work) (Regular Mode) from any recognized university / institute. OR• MBA (2 Years Full Time) / PG Diploma (2 Years Full Time) in Health Care Management/ Health Administration/ Health Care Administration from any recognized university / institute.							
Key Competencies: <ul style="list-style-type: none">• Strong communication, presentation and interpersonal skills.• Good understanding and knowledge about public health programs.• Ability to measure and assess training needs.• Ability to develop training plan & training calendar.• Preparation of Training Budget.• Good Knowledge of Microsoft Office (Word, Excel, Power Point) is desirable.							
Purpose of Assignment: The main objective of Consultant Training under IDSP will be to provide overall supervision and management of all activities of capacity building.							
Summary of Roles and Responsibilities : <ul style="list-style-type: none">• Closely interact with other programs.• Assessment of capacity building.• Developing Training Plan, Training Calendar and Budgeting of Training.• Responsible for overall supervision and management of all activities of capacity building.• Any other duties / assignment assigned by Reporting Authority / ED.							
Remuneration/Compensation Consolidated remuneration of Rs. 25000/- shall be paid per month.							

Job Description

STATE ENTOMOLOGIST

Name of the Position		STATE ENTOMOLOGIST					
Location		State Health Society, Bihar (SHSB), Patna					
No. of Vacancies : 01(One)							
No. of vacancies	Unreserved	EWS	EBC	BC	SC	ST	WBC
01	01	0	0	0	0	0	0
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">M. Sc. (Zoology) (Regular Mode) with specialization in entomology from any recognized university/ institute.							
Experience :							
<ul style="list-style-type: none">Minimum 1 year experience in Vector Borne Disease Control.							
Key Competencies:							
<ul style="list-style-type: none">Experience of working in National Health Programs would be given preference.Understanding of vector borne diseases.Understanding of Bionomics and susceptibility to insecticides of vectors of vector borne diseases.Good interpersonal skills.							
Purpose of Assignment:							
The main objectives of the assignment are to provide technical support to State/ District RRTs in Vector related issues and undertake Entomological Surveillance. S/he would also undertake regular field visits to monitor and evaluate the timeliness and quality of vector control measures, and support the preparation and implementation of integrated vector management plans and monitor District action plan for control of vector borne diseases.							
Summary of Roles and Responsibilities :							
<ol style="list-style-type: none">Provide technical support to State/ District RRTs in Vector related issues.Undertake Entomological Surveillance, Monitoring & Evaluation, Bionomics and susceptibility to insecticides of vectors of vector borne diseases.Undertake entomological investigations including susceptibility tests, fauna studies etc.Support the preparation and implementation of integrated vector management plans.As a member of State RRT, be a part of outbreak investigation as and when required.Undertake regular field visits as per the schedule of NVBDCP to monitor and evaluate the timeliness and quality of vector control measures such as Indoor Residual Spray, LLIN (Long lasting insecticidal nets) and distribution of larvivoracious fish.Liaise with block medical officers and malaria inspectors to ensure timely implementation of vector control operations.Liaise with District VBD Consultant to monitor vector density and generate EWS for predicting the impending outbreaks.Support preparation, implementation and monitoring of district action plan for control of vector borne diseases.							

10. Training of State VBD team for the implementation of vector control mechanism.
11. Training of District VBD team in Coordination with NVBDCP and training manager.
12. Surveillance of vectors of diseases other than mosquitoes borne diseases in coordination with the NVBDCP Staff.
13. Organize locally relevant behavior change communication initiatives to improve household behaviour towards vector borne diseases control.
14. To carry out all IHIP-IDSP related activities in the State.
15. Any other work assigned by Reporting Authority/ ED.

Remuneration/Compensation

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