



## **Positions in State Health Systems Resource Centre (SHSRC), Delhi**

The State Health Systems Resource Center (SHSRC), is an organization set up by the State Health Society, Delhi, to serve as an apex body for technical assistance for facilitating the State and districts in planning and implementing of the National Rural Health Mission as well as strengthening the public health system in the State. The main mandate of the State Health Resource Centre is to support the state health system in programme planning, strategy development, innovation and change management. This requires a multi-disciplinary team with skills in areas such as of Human resource development and planning, community processes, health sociology, financing of health care, health systems information management.

SHSRC is expected to handhold and champion implementation of new strategies and scaling up of successful innovations. 'Managing change' requires the writing up protocols and guidelines for new programmes. It requires internal championing of change through internal advocacy with all who are involved. It requires identifying and working in some focus areas showing some early gains that would provide positive feedback to reinforce programmes. It requires monitoring and rapid appraisals for mid- course corrections and improving programme designs. The main attraction of the task would be the opportunity it offers to make a significant contribution to building up a pro-poor and responsive public health system. The SHSRC is looking for persons with a high level of initiative who would enjoy the building up of a new institution in a challenging environment where one would have to deliver results in a time bound manner, despite a number of constraints.

If this work profile interests you, if improving peoples' health is a concern, and if you are ready to work in a team that engages constructively with strengthening the health system in a mission mode, then you should view the following posts as a career option.

1. Consultant – PPP
2. Consultant –Health Insurance
3. Consultant – Human Resource Development
4. Consultant – Community Processes/ Community Participation
5. Consultant - HMIS

No of vacancies for all posts is 1 each.

Applications must reach within 21 days from the date of publication of this advertisement by email to [shsrc.delhi@gmail.com](mailto:shsrc.delhi@gmail.com) and by post / by hand to PAO, NHSRC, NIHFV Campus, Baba Gang Nath

Marg, Munirka, New Delhi -110 067. Make sure to mention SHSRC Delhi - (post applied for), on the envelope (in post) and subject-line (in e-mail), without which applications will not be accepted. Only those who are shortlisted based on quality and relevance of qualifications and experience will be called for interview. **(Date of Publication of advt. - 3 Nov. 2009)**

### **General Terms of Reference**

- 1. Consolidated remuneration of Rs. 40,000/- to Rs. 50,000/- is admissible depending on the qualifications and experience and is negotiable**
2. Academic qualification shall be recognized by UGC and technical qualification should be recognized by AICTE. Professional qualifications like MBBS/MD and Nursing etc. Should be recognized by respective councils for the same.
3. The engagement is purely contractual & for a period of Eleven Months initially. The tenure of the assignment may be extended further after 11 months subject to satisfactory performance of the duties & conduct during the period but the State Health Society (Delhi) is not obliged in any way to regularize your appointment against the post.
4. Leave Admissibility to the Consultant during the contract period -
  - a. Earned Leave will be granted @Two and Half days per month of completed service.
  - b. The leave will be granted in full days only
  - c. Maternity leave as per Maternity Benefit Act, 1961.
  - d. Leave encashment on termination of service or during the currency/expiry of contract period is not allowed.
  - e. No other leave is admissible.
5. Any unauthorized absence from duty for more than five days will lead to termination of the contract.
6. No entitlement to any other financial benefits viz. Allowances, perks, bonus, medical reimbursement etc. Other than the monthly remuneration (tax will be deducted at source, if necessary) as mentioned above. You shall not be entitled to any other facilities as provided to the employees appointed on regular basis or otherwise.
7. Incumbent will be under the overall administrative control of State Health Society (Delhi) and under the direct supervision of Mission Director/State Program Officer, DSHM.
8. The Society reserves the right to terminate the contract to the post without assigning any reason after giving one months advance notice. Similarly, you shall have to give a Notice of one month before you may decide to resign from the post or deposit a month's salary in lieu of the same.
9. If it is discovered at a later stage that you have furnished wrong information or documents, based on which your selection has been made, the Society reserves the right to terminate your services forthwith besides taking recourse to other legal proceedings.

## **Terms of Reference (TORs) for different positions**

### **1. Consultant (PPP)**

#### **Eligibility and essential qualifications**

- Graduate academic qualifications with post graduation in business administration (MBA) or equivalent in Finance.
- At least 3 years post qualification work experience in health management in public / private institution. Relevant experience in related social sectors would also be counted.
- The applicant should have experience in formulation, financial appraisal and certification of public-private projects. Proficient in designing Request for Qualification (RFQ), Request for Proposals, Agreements and other contracting arrangements with private Partners in health and related fields. Preparation of bid documents and scrutiny of bids Such experience should be clearly brought out in the application.
- Ability to design and conduct market research studies in health care, private sector assessment, contracting arrangements with respect to health equity issues. The applicant should possess the ability to write researched policy briefs and academic papers on such issues. Some prior experience in policy making and advice with the Government of India or a public entity would be preferred.
- Computer Proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point etc .
- Excellent communication and presentation skills, analytical and inter-personal abilities, excellent oral and written communication skills in English and Hindi.

#### **Desirable**

- 2 years experience in field of PPP.

#### **Role and Responsibilities**

- Identify need based and rational areas for collaboration with the NPO and Private Sector.
- Suggest a methodology for implementation, evaluation, selection and management of PPP projects. Conceptualize, prepare and finalize the best models of PPP.
- Review / advice on enabling regulatory framework for implementation of health projects under PPP mode based on best practices across the world.
- Designing Request for Qualification (RFQ), Request for Proposals, Agreements and other contracting arrangements with private Partners in health and related fields.
- Preparation of bid documents and scrutiny of bids.

- Help department in selection of transaction advisors including drafting of TORs and bid process management.
- Capacity development in the PPP cell within the State to help implement PPP schemes effectively and efficiently. To coordinate with PPP units in health.
- Budget and resource analysis (Allocation and utilization) for Health Sector Financing plans. Suggest standardized conversion factors that enable better economic evaluation of investment options and thereby better selection of projects.
- Developing comprehensive proposals for improving efficiency of the health care delivery system and working towards an ideal public private mix. Advise on guidelines for public private partnerships and a toolkit for assessing the fiscal impact of various concessions.
- Undertaking unit cost analysis.
- Designing / developing/assessing proposals for demand side service delivery systems such as voucher scheme and developing operational framework for piloting the proposals. Also to study and recommend options for financing the health care for various socioeconomic groups on a sustainable basis.
- Assist in appraisal / evaluation by analyzing various options and strategies for risk allocation / mitigation. Provide expert advice on project formulation, appraisal, capital structuring, financial engineering, evaluation of the projects and the financial issues related to the model concession agreements and transaction documents. Shall conduct appraisal and evaluation of feasibility reports and business models including financial / economic analysis.
- Undertake such other assignments, which may be assigned from time to time.

**Reporting:** Will report to the Mission Director, Delhi State Health Mission/ PPP Unit who will be responsible for monitoring and evaluating the performance.

**Age:** 26-45 years of age.

## **2. Consultant Health Insurance**

### **Eligibility and essential qualifications**

- Graduate academic qualifications with post graduation in business administration (MBA).
- At least 2 years post qualification (post PG) work experience in health financing / management in health in public / private institution. Relevant experience in related social sectors would also be counted.
- Proficient in designing Request for Qualification (RFQ), Request for Proposals, Agreements and other contracting arrangements with private Partners in health and related fields. Preparation of bid documents and scrutiny of bids  
Such experience should be clearly brought out in the application.

- Ability to design and conduct studies as regards cost of health care, private sector assessment, contracting arrangements with respect to health equity issues. The applicant should possess the ability to write well researched policy briefs and academic papers on such issues. Some prior experience in policy making and advice with the Government of India or a public entity would be preferred.
- Computer Proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point etc .
- Excellent communication and presentation skills, analytical and inter-personal abilities, excellent oral and written communication skills in English and Hindi.

### **Desirable**

- A Ph.D. in the related field or Post Graduation in Economics / Finance.
- Experience of working in Health Insurance sectors
- Experience of working with NGOs involved in formation of self help groups and micro-financing at community level with documented evidence of contribution in the same.
- Exposure to working with / implementing accreditation / certification system (like ISO, JCI, NABH, etc.) in the area of healthcare / public health.

### **Role and Responsibilities**

- Identify need based and rational areas for collaboration with the Non Profit Organisations and Private Sector.
- Designing Request for Qualification (RFQ), Request for Proposals, Agreements and other contracting arrangements with private Partners in health insurance and related fields.
- Preparation of bid documents and scrutiny of bids
- Assist the state in understanding private sector role in Health Insurance and developing strategies for enrolling the private sector in health insurance for targeted population.
- Undertaking unit cost analysis.
- Designing / developing/assessing proposals for demand side service delivery systems such as voucher scheme and developing operational framework for piloting the proposals. Also to study and recommend options for financing the health care for various socioeconomic groups on a sustainable basis.
- Assist in appraisal / evaluation by analyzing various options and strategies for risk allocation / mitigation. Provide expert advice on project formulation, appraisal, capital structuring, financial engineering, evaluation of the projects and the financial issues related to the model concession agreements and transaction documents. Shall conduct appraisal and evaluation of feasibility reports and business models including financial / economic analysis.
- Study and evaluate the various health financing accounts and models under implementation in other states and countries and suggest appropriate models for the state. Involving public health institutions in health insurance schemes of the states through liaisoning with Rogi Kalyan Samitis and / or Medical superintendents / Directors

of the hospitals.

- Assisting and coordinating the efforts for ICT mounted platform for trekking the beneficiaries, giving authorization and online payment systems to the service providers. Designing / developing / assessing packages and rates for medical care
- Undertake such other assignments, which may be assigned from time to time.

**Reporting:** Will report to the Mission Director, Delhi State Health Mission/ State Program Officers, DSHM, who will be responsible for monitoring and evaluating the performance.

**Age:** 26 - 45 years of age.

### **3. Consultant (Human Resource Development)**

#### **Eligibility and essential qualification**

- Any post-graduate qualification in Public Health or management areas from a reputed institute **AND** Minimum 3 years experience in developing and implementing policies for human resource development with specific reference to nursing (and paramedical) areas.
- Published work or reports or studies in the area of health human resource development.
- Computer Proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point etc.
- Excellent communication and presentation skills, analytical and inter-personal abilities, excellent oral and written communication skills in English and Hindi.

#### **Desirable**

- Working experience in the field of human resource development in Govt./ Semi Govt. Undertaking/ Reputed Pvt. Institution.

#### **Role and Responsibilities**

- Develop policies and the skills needed for health human resource planning and development. This would include specific evidence based, participatory recommendations for professional and allied educational planning, the planning of pre-service and in service programmes and the development of workforce management issues and career paths for different categories of employees.
- Support the state in rapid expansion of institutional capacities for health human resource development especially in nursing. Assist the state to develop strategies and institutional frameworks and financing strategies that would support such expansion.
- Support the state in piloting and scaling up innovations to address major human resource constraints for health.
- Develop studies, protocols and undertake and guide studies when needed to understand issues of health human resource planning.

- Undertake such other assignments, which may be required from time to time.

**Reporting:** Will report to the Mission Director, Delhi State Health Mission / State Program Officer, DSHM, who will be responsible for monitoring and evaluating the performance.

**Age:** 30-50 years of age.

#### **4. Consultant (Community Process / Participation)**

##### **Eligibility and essential qualifications**

- Post graduation in Social Work / Public Administration / general management - with specialisation in health, or post graduate with public health / community medicine / Preventive & social medicine or any medical speciality with community health work.
- At least 2 years' post qualification experience of related work. Known sensitivity to equity concerns and experience in programme management is desired.
- Experience of working with communities on health and development related issues, or health sector reform and governance issues or managing change through participatory processes.
- Exposure to working with civil society groups in the area of healthcare/public health/rural development will be desirable.
- Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, and Power Point etc.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English and Hindi.

##### **Desirable**

- Working Experience in reputed State Level/National level/ International level NGO with documentary evidence of the same

##### **Role and responsibilities**

- Assist the state in improving service delivery outcomes through mechanisms of community participation.
- Developing operational approaches for strengthening mechanisms of community participation in planning, monitoring and implementation of the NRHM strategies and establishment of institutional structures for them.
- Assist the state in orientation of health personnel to the strategies of community participation.
- Undertake assessment of community participation activities for the health sector.
- Develop a network of support for the community participation strategies with civil society groups/persons and elected representatives as well as other related departments.
- Develop strategies to further and assist community processes in the state like Rogi Kalyan Samitis, Health and sanitation Committees and Community Link Worker Scheme (ASHA).

- Undertake such other assignments as may be required from time to time.

**Reporting:** Will report to the Mission Director, Delhi State Health Mission / State Program Officer, DSHM, who will be responsible for monitoring and evaluating the performance.

**Age:** 30-50 years of age.

## **5. Consultant– Health Management Information System**

### **Eligibility and essential qualifications**

- Masters degree in Computer Science / MCA / B. Tech. in IT or Computer Sciences / M.S. (IT)
- 4-5 years of post qualification work experience in monitoring and evaluation in social sectors (health, primary education, rural development etc.) and development and management of computerized information system.
- A proven record of having managed and successfully completed projects that relate to the development of HMIS is desirable.
- Good theoretical grasp of the issues involved in development and implementation of monitoring systems.
- Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, Power Point etc. Good knowledge of the operating system and server administration (Linux/Windows). Knowledge of Java, Tomcat, MySql / SQL Server and reporting tools.
- Good communication and presentation skills, analytical and interpersonal abilities, good oral and written communication skills in English and Hindi.

### **Desirable**

- MBA in IT/ Operations Research/ MIS

### **Role and Responsibilities**

The major responsibility will be of managing the server-based HMIS data base with inputs from various levels of the health system in the State. Specific tasks would be:

- Managing hardware and software for the server.
- Network maintenance and monitoring.
- Physical and logical security of the server (anti-virus, firewalls etc)
- Ensuring data security - regular backups, archiving.
- Ensuring that the application is available all the time for the users.
- Assisting the state in developing/redesigning and putting in place an effective Health Management Information System including introduction of IT tools for the same.
- Building systems for compilation, analysis and use of HMIS data.

- Would be the central point for collation of state related data for health and over-seeing collection of regular reports from districts.
- Would coordinate with M & E Officer in analyzing the data for monitoring, feedback and use in planning.
- Would coordinate with M & E Officer in developing programme monitoring and appraisal protocols, especially for tracking of progress under NRHM, and in designing surveys and systems for data triangulation and validation.
- Assist the state and districts in developing systems to provide the necessary information for planning, monitoring, evaluation and feedback.
- Development and Monitoring of GIS Mapping.
- Undertake such other assignments, which may be assigned from time to time.

**Reporting:** Will report to the Mission Director, Delhi State Health Mission / State Program Officer, DSHM, who will be responsible for monitoring and evaluating the performance.

**Age:** 30-50 years of age.