

**Terms of Reference  
Consultant (Administration/Finance) (NRCP)**

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare (MoHFW) is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

**Programme Name**

National Rabies Control Programme (NRCP)

**Name of the Post**

Consultant (Administration/Finance)

**Number of Post**

One (purely on contractual basis). The contract can be terminated by either side with one month notice

**Work Responsibility**

1. Required to deal with all administrative/finance matter pertaining to National Rabies Control Programme Projects in zoonoses division.
2. Dealing with day to day establishment general administration matters.
3. Preparation, verification, sanctions and pre-check of all kind of bills.
4. Record Management
5. Assistance in arranging review meetings, conferences etc
6. To provide assistance to Consultant Finance in account and financial matters.
7. Organize procurements under the programme
8. Preparation of inventories of non- expandable assets acquired in CSU from inception.
9. Work financial budget for National Rabies Control Programme and other programmes in Zoonosis Division
10. Prepare budget for State GIA, arrange periodic release of funds, and collect periodic Financial Monitoring Reports, Utilization Certificates and Audit Reports from States.
11. Monitor State Expenditures and implementation of proper finance/accounting procedures by them.
12. Analyse audited accounts of States and forward statement to the GOI.
13. Monitor financial status of outsourced components to other agencies such as Animal Welfare Board etc.
14. Compile financial statement and periodic submission to MOHFW, IFD, etc.
15. Organize procurement under the programme
16. Organize Central audit and comply with their recommendations.
17. Respond to financial correspondences from GOI and State Governments.
18. Travel to States/Districts to monitor record keepings and provide reports on findings.
19. Periodically update financial guidelines and disseminate of the same to State authorities Quarterly performance report to be prepared for appraisal.
20. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.

**Qualification and Experience**

Graduate with minimum experience of five years in Administration preferably in health sector

**Or**

MBA/Post graduation with minimum of one year experience in administration preferably in health sector.

a) MBA (Finance) with two years' experience of financial management.

**Or**

b) M.Com with two years' experience of financial management.

**Or**

B.Com with four years' experience in financial management

**Desirable:** Knowledge and experience in Computer Applications.

**Experience:** Minimum 10 years of experience in administration preferably in Health Sector.

**Age**

Not more than 65 years

**Monthly Remuneration**

Consolidated Rs. 50,000/- per month. No other allowances are permissible except TA/DA on official tours as per Govt, rules.

**Leave**

8 Casual Leaves, 2 Restricted Holidays, Government Gazetted Holidays as observed locally would be permissible.

**Placeof posting**

NCDC, Delhi

**To Apply:**

Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to [ncdc.mohfw@gmail.com](mailto:ncdc.mohfw@gmail.com) only by **12-Jul-2020**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted.