

**Terms of Reference  
Consultant-Administration**

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM) as an autonomous registered society, to channelize technical assistance and capacity building support to the states for strengthening the public health system. The NHSRC is also mandated to contribute towards National strategic health planning and programme design.

NHSRC intends recruiting Consultant-Administration, purely on a contractual basis.

**Role & Responsibilities:**

- Procurement of Goods & Services, Vendor Management and Management of out-sourced support services.
- Undertake regular evaluation and also ensure that such service organisations are compliant to existing labour laws, rules & regulation such as PPF, ESI, etc.
- Coordination of Printing & translation of reports & papers
- Supervision of office support staff and management of vehicle fleet
- Office Procedure – File maintenance, meeting schedules, facilitating travel plans, managing appointments, routine correspondence, drafting & noting,
- Coordination & Liaisoning with other departments & organisations such as MoHFW, National Institute of Health Family Welfare, Transport Department, etc.
- Facilitatory support for conduct of meetings, workshop, consultation, etc.
- Supervision of Security & Fire Fighting arrangements and supervising the new work, installations & commissioning of new project including repair & expansion work
- Facilitate process of selection of Printers and Designers and Execution of Supply Order for publications and Ware House management.
- Any other work as assigned by the Divisional Head.

**Education, Experience and Competencies:**

- Graduate in any stream
- Minimum 10 years of relevant experience in Administration, of which at least 5 years in Government, Quasi Government or Government funded autonomous institutions
- Excellent administrative, organizational and planning skills with attention to detail
- Computer literate with knowledge and experience of MS word & Excel spread sheet and Power point.
- Should have knowledge of Accounts / Govt. Rules and Regulations / Purchase related procedures, GFR, GEM,
- Knowledge of Registry Procedures and Travel / Fleet Management
- Excellent writing and verbal communication skills
- Proficient in drafting notes / Official Letters in English & Hindi, handling routine correspondence independently
- To be able to meet stringent guidelines at short notices and operate in an evolving environment

**Age:** Below 50 years (maximum age will be counted from the last date for receiving the applications). Age criteria may be relaxed in case of Ex- Servicemen or for exceptional candidates with required skills.

**Work Location:** New Delhi with requirement of occasional outstation travel and regular local travel.

**Remuneration Range:** Between Rs. 40,000/- to Rs. 90,000/- per month

**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 [rec.nhsrc.2017@gmail.com](mailto:rec.nhsrc.2017@gmail.com) by **4 p.m. on 17-January-2018**. 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.