

Terms of Reference

Principal Administrative Officer (PAO) in NHSRC

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM), Ministry of Health & Family Welfare, 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. Work at NHSRC is organised around multiple divisions, namely – Community Processes, Quality Improvement, Public Health Planning, Public Health Administration, Healthcare Financing & Healthcare Technology, Human Resources for Health, Health Care Financing and Administration Division comprising of HR, Accounts, IT and General Administration Sections.

If you have a commitment to health equity and excellence, here is a unique chance to work with a team committed to shaping the public health landscape in India. The position offers you an opportunity to participate in the process of strengthening health systems, improving health service delivery and enabling positive health outcomes, through hands on implementation assistance at national, state and district levels. Working with a trans disciplinary team, you can discover, adapt, co-create and disseminate solutions to multiple challenges related to service delivery systems, universal primary health care, human resources for health, community processes, health financing, quality of care, public health planning and health promotion. This is an opportunity to support health systems strengthening at scale, learn from district and sub district implementation, undertake knowledge translation, and enable realization of the vision of universal health coverage.

NHSRC intends to recruit Principal Administrative Officer (one post) purely on contractual basis.

Role and Responsibilities

- Manage all administrative functions at the NHSRC headquarter including budget management and oversight for all financial activities including its branch office RRC-NE.
- Enable Drafting, vetting and finalization of contracting arrangements and instruments for administrative and technical divisions.
- Develop policies for and manage HR issues of the NHSRC staff.
- Lead the process of selection/recruitment for all consultants of NHSRC and the MoH&FW's National Programme Management Unit.
- Develop policies for procurement and manage procurement functions in accordance with GFR 2015.
- Plan and supervise logistic arrangements for event management, maintenance and development of establishment & infrastructure of the offices and other administration work as required.
- Liaison with MoH&FW and other Government Departments/ Organisations with regards to administrative matters of NHSRC.
- Develop Standard Operating Procedures related to above areas of responsibility to improve efficiency of NHSRC.
- Supervise the maintenance, renovation and expansion of office space as required.
- Perform the responsibilities of CPIO as per Right To Information (RTI) Act, 2005.
- Support and provide oversight to the administrative and financial processes at the North East Regional Resource Centre.
- Undertake such other assignments, which may be assigned, from time to time, by the Executive Director, NHSRC and/or the Executive Committee of the NHSRC.

Qualification & Experience:

- Post graduate, preferably with medical qualification, with minimum 15 years post qualification relevant administration work experience. Experience of working with Government/Autonomous Institution for five years is mandatory. Experience or qualification in Public Health administration desirable.
- Experience must cover areas of financial management, personnel management, procurement of goods & services, maintenance of office procedures, appropriate utilization of e-file system, documentation & liaison.
- Excellent organizational skills with demonstrated ability to work independently, handle a variety of concurrent activities, rank priorities, organize work efficiently, and deliver assignments in a time bound manner even under time constraints.
- Strong interpersonal and practical problem-solving skills; team building & leadership skills including ability to communicate effectively, in writing and orally, in English.
- Proficient in Computer application (e.g. Microsoft Excel, PowerPoint, Word).
- Good understanding of Government Rules and Procedures.
- Formal Educational Qualification and experience requirement could be relaxed for exceptional candidates and for those with relevant experience

Age Limit: 58 years (As on last date of receiving the applications)

Location: New Delhi

Contract Tenure: Two Years

Remuneration Range: Rs. 90,000/- to Rs. 1,65,000/- per month.

**Fee offered within the band will be commensurate qualification and experience.*

To Apply: Candidates are requested to download the application form attached herewith, which is uploaded on the NHSRC website and email the duly filled application form to recruitment.pao.nhsrc@gmail.com by **13th February 2020**. Application submitted in other format will not be accepted. Please ensure that the post applied for is clearly mentioned on the application form, without which the application form will not be accepted.