

Terms of Reference
Consultant – Human Resource (HR)

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 – Human Resource (HR) purely on contractual basis.

Role and Responsibilities:

- Managing all HR functions at the NHSRC Office and oversee all HR activities of its branch offices.
- Implementing of HR Strategies in NHSRC towards effective Human Resource Management.
- Preparing Terms of References / Job Advertisements / Tender Documents / SOPs / HR Policies, as and when needed.
- Undertaking recruitment of consultants for NHSRC, RRC-NE and MoH&FW.
- Assist HR Manager 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 NHSRC & RRC-NE 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 Human Resource Manager, Principal Administrative Officer or the Executive Director, NHSRC.

Eligibility:

- MBA / PGDBM in HR from a recognized university/institution.
- Minimum 3 years of post-qualification work experience in Recruitment & other HR functions.
- Computer proficiency in MS Office – Word/ PowerPoint and advance excel skills.
- Excellent verbal & written communication skills.
- Ability to complete multiple tasks under pressure and should be a team player
- Knowledge of working on automated attendance system / any HRMIS software is desirable
- Knowledge and experience of governmental recruitment, documentation, filing process and procedure in Human Resource management is desirable.
- Formal educational qualification, experience & age could be relaxed for exceptional candidates.

Age Limit: Up to 40 years

Location: New Delhi with Willingness to travel on need basis

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

Contract Tenure: One Year

****The validity of the contract beyond 31st March 2017 is subject to continuation of NHSRC beyond 31st March 2017. In case NHSRC does not continue beyond 31st March 2017, the contract shall be treated as withdrawn.***

Note:

- Resume must reach **by 4 p.m. on 23-Aug-2016** by email to **rec.nhsrc.2016@gmail.com**.
- This supersedes the requirement of online application as given in the newspaper advertisement dated **3-Aug-2016**.
- Please ensure to mention exact position applied for in the subject line the without which resumes will not be accepted.
- If a candidate wishes to apply for more than one position then the individual is required to submit separate resumes for each position on the particular email id as mentioned in the ToR.
- It is mandatory to mention Age, Year of Passing the Degrees, Current and Past Employment dates on your resume, without which resume will not be accepted.