

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:

- Assist Human Resource Manager in managing all HR functions at the NHSRC Office and oversee all HR activities of its branch offices.
- Preparing Terms of References / Job Advertisements / Tender Documents / SOPs / HR Policies, as and when needed.
- Undertake recruitment of consultants for NHSRC, RRC-NE and MoH&FW.
- Assisting Human Resource Manager in the Annual Performance Appraisal exercise.
- Work on automated attendance system / HRMIS software and generate reports as and when required.
- 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 / PGDM in HR from a recognized university/institution with Minimum 03 years of post-qualification work experience in Recruitment & other HR functions.
- Working experience in Development Sector / Social Sector / NGO is desirable
- 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.
- 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.
- Formal educational qualification could be relaxed for candidates with longer experience in HR.

Age Limit: 40 years & below (As on last date of application)

Location: New Delhi with Willingness to travel on need basis

Contract tenure: One year with 3 months of probation

Remuneration Range: Between Rs. 44,000/- to Rs. 99,000/- 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 recruitments.nhsrc@gmail.com by **19th December 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..