**Terms of Reference**

**Consultant-Policy and Research (NTCP)**

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

**Job Description:**

* To provide technical as well as programme management support for planning and implementation of the Programme.
* To support activities of the Cell at National level for effective implementation of related laws and the National Programme.
* To establish and maintain collaborative networks involving national and international organizations; governmental and non-governmental institutions to implement the Programme.
* To collate research based studies/evidence and create data base for supporting Policies/Programme.
* To provide technical support in coordination with the concerned Departments/Ministries/State Govt. in respect of the implementation of WHO FCTC matters related to Working Groups, Conference of Parties (COP) reporting etc.
* To coordinate and follow-up with the existing Committees/ Expert Groups /concerned Ministries/Departments.
* To undertake any other task and responsibility as assigned by the supervisor/focal points.

**Qualifications & Experiences:**

**Essential:**

* Post Graduate in Public Health or Social Sciences or equivalent in related fields from a recognized institution/university.
* 5 years of work experience in health sector with at least three years of experience in the field of tobacco control issues in the State / Central Government Departments or under UN organizations.

**Desirable:**

* Prior experience of working in the field of policy and/or policy formulation pertaining to the non-communicable diseases cluster.
* Policy formulation, technical assistance to the States / UTs as well as Planning, monitoring and evaluation of the different activities envisaged under the Programme including Tobacco control issues.
* Thorough understanding of the related international/ national tobacco control policies, conventions and related literature.
* Experience in Office Procedure, Parliamentary Procedure and other important matters in the State/Central Government Departments.

**Knowledge and skill:**

* Technical expertise in the areas of health promotion, local participatory planning and evaluation methodologies and capability to function collaboratively and productively in a multidisciplinary environment.
* Research expertise in applying quantitative and qualitative methodologies to document the outcomes.
* Ability to represent the program in interactions with relevant stakeholders, civil society and other agencies.
* Knowledge and skills in the formulation of technical interventions and criteria for evaluating program interventions.
* Managerial skills for the development, implementation and analysis of technical cooperation programs and activities, including budget programming.
* Ability and willingness to travel extensively.
* Interpersonal and management skills with ability to work in a deadline-driven environment.
* Good command over MS-Office/Excel/internet and common software.
* Good communication skills in English and Hindi, both written and verbal.

**No. of Position:** One

**Age:** Upper Age limit 50 years as on the closing date of the application.

**Remuneration:** Rs. 1,00,000/- per month (consolidated). TA/DA on official tour shall be provided as per extant Government norms.

**Other Conditions:** As per extant GOI/MOHFW instructions.

**Period of contract:** 1 year and extendable based on annual performance evaluation with an increase of 5% in remuneration.

**Location:**   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 [ntcp.recruitments@gmail.com](mailto:ntcp.recruitments@gmail.com) only, by **11-Aug-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.