

Terms of Reference
Consultant-Surveillance, Monitoring and Evaluation (NVHCP)

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

Roles and Responsibilities:

- **Provide technical assistance** for implementation of the 'National Viral Hepatitis Control Program' and its goals at centre, and in states, as may be agreed upon from time to time.
- To assist the focal person for surveillance, monitoring and Evaluation related activities at various levels under the initiative.
- **Ensure implementation of Standard Operating procedures**, Biomedical-Waste Management and Bio-safety guidelines and implementation of Internal Quality Control and participation in External Quality Assessment Scheme (EQAS) in all laboratories under the initiative.
- **Supervise** through on site visits and provide technical support for strengthening of state and District Laboratories under the initiative;
- **Ensure timely submission of reports** on laboratory tests carried out in state and district laboratories to the NVHMU
- **Regular monitoring** of the functioning of District Laboratories and State referral lab network under the initiative and coordinate with IDSP for same;
- **Willingness to travel to states & districts** to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.
- **Participate in epidemic/outbreak investigation** as member of Rapid Response Team (RRT) for viral hepatitis as and when required and provide support for sample collection and transport of specimens
- **Undertake review of literature** and stay up-to-date on current trends in health systems strengthening with regard to the initiative for prevention and control of viral hepatitis.
- **Collect and analyze state and national data** on components of the initiative on regular basis.
- **Responsible for Program Implementation Plan** of States (PIP) state PIP- through coordinating and incorporating inputs for the initiative.
- Budgeting and financial planning for the program
- **Building capacities at district and state level** under the initiative.
- **Facilitate all work related to EQAS periodically**
- Develop **study / evaluation protocols/guidelines** and undertake and/or guide research studies as needed.
- Undertake other assignments, which may be assigned from time to time by the Reporting Authority.

Eligibility Criteria:***Essential Qualifications and Minimum Experience***

Post graduate qualifications in public health with MBBS recognized by Medical Council of India (MCI)

Minimum Experience:

2 years of experience in public health

Other Desirable Skills

- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi is also desirable.
- Ability to work in a multi-disciplinary team environment.
- Experience in operationalizing health program at field level
- Willingness to travel to states & districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.

Formal educational qualification, experience and age could be relaxed when there is a published work of high quality or whenever there is work experience of specific relevance.

Age Limit: up to 45 years as on last date for receiving application.

Remuneration: Rs. 60,000-90,000 (Rupees sixty thousand to ninety thousand 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 ncdc.mohfw@gmail.com by **23-Nov-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.