

**Terms of Reference  
Finance Analyst (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:**

- Dealing with **day to day establishment and administrative matters** related to the National Viral Hepatitis Control Program.
- **Preparation, verification, sanctions and pre-check** of all kind of bills
- Maintenance of **Expenditure Control Register**
- Record Management with respect to finance and accounts
- **Reconciliation of head-wise expenditure** in the division as well as with the PAO
- Assist in arranging review meetings, conferences etc
- To deal with all **Grant-in-aid** matters
- Monitoring of **all advances and maintenance** of advance register
- **Preparation of inventories of non-expandable assets** acquired in NVHMU from inception
- All matters related to **audit**
- **Supervise** through on site visits and provide support for strengthening of state and District Laboratories and treatment centers under the initiative;
- **Willingness to travel to states & districts** to provide assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.
- **Responsible for Program Implementation Plan** of States (PIP) state PIP- through coordinating and incorporating inputs for the initiative.
- Budgeting and financial planning for the National Viral Hepatitis Control Program
- **Building capacities at district and state level** under the initiative with regard to budget and finance.
- Any other work as assigned by the senior officers

**Eligibility Criteria:**

**Essential Qualifications and Experience:**

- MBA (Finance) or PGDBM/PGDBA (Finance) with at least five years experience in accounts preferably in Govt. Sector

**Other Desirable Skills**

- Knowledge in Computer Application: Word, Excel etc. 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 also desirable.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health program at field level

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:** Below 45 years for candidates as on last date for receiving application according to the advertisement

**Remuneration:** Rs 60,000-90,000/- (Rupees sixty thousand to ninety thousand)

**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](mailto: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.