

Terms of Reference

Project Associate (Immunization) / (One Position)

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

Roles and Responsibilities:

- Assist the Deputy Commissioner In-charge programme division in monitoring vaccine and logistics supplies related to Routine immunization program including AD syringes and cold chain logistics.
- Calculation of vaccine & related logistics projections under Universal Immunization programme and preparing/Follow up indent for the same approval and following the same with procurement division and agencies.
- Follow up with concerned departments/stakeholders related with procurement of RI related logistics.
- Assist MoHFW in follow up of vaccine stocks with manufacturers and consignees at National and States levels.
- Maintain records pertaining to stock position of vaccines & related logistics at National & State level and provide timely alerts related to vaccine supplies to officials in MoHFW.
- Assist with vaccine calculations/projections related to new vaccines introduction such as IPV, Rotavirus and PCV vaccine and creating new consignees as per laid down government process at national level and tracking supply status.
- Monitor the vaccine wastage and buffer stocks at all levels and suggest corrective actions.
- To undertake field visits to states for monitoring and evaluation of supply chain.
- Assist in consolidating budget and provide overview related to cost adjustments of the vaccines and other logistics.
- Develop user friendly tools for collation, compilation and analysis of information on vaccines.
- Update and archive RI reports for easy retrieval.
- Assist in documenting the minutes of the meetings related to the TOR and regular follow-up on action points agreed upon during meetings.
- Perform any other tasks/activities as assigned by supervisor.
- Delivery of all the above tasks in a time bound manner

Eligibility:

- Post Graduate degree / diploma in Management or any other related discipline
- At least 5 years experience in planning and handling the Routine Immunization related supplies of Vaccine, Syringes and Cold chain.
- Desirable: 1-2 years' experience at National level in supply chain related to Immunization.
- Knowledge & proficiency in computer applications particularly MS office. Knowledge of working in Government of India would be an added advantage.
- Knowledge of written and spoken English and working knowledge of Hindi is required.
- Preference will be given to candidates who have worked in National Health Mission/RCH at National or State 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: Up to 50 years as on last date for receiving application.

Remuneration Range: Between Rs. 55,000/- to Rs. 70,000/- per month

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 rch.recruitment@gmail.com by **12-Jul-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.