

Terms of Reference
Short Term Assistant - Knowledge Management Cell, NHSRC

National Health Systems Resource Center, a technical support body to the Ministry of Health, works for health system strengthening through National Health Mission. Various divisions in NHSRC contribute to the implementation of NHM as per their technical area. The Knowledge Management unit coordinates with all divisions and the Ministry for taking the Mission forward.

The Knowledge management unit seeks one Short Term Assistant - Knowledge Management Cell to coordinate various activities of the unit including publications and related materials.

Roles and Responsibilities:

The Assistant shall work under the overall guidance of in-charge, Publications and provide administrative support. The following tasks are to be undertaken:

- Documentation, process and data management.
- Administration assistance including file movement.
- Preparing RFQ, finalization quotation, Issuance of work order.
- Managing Invoice, Record Keeping, Maintaining track of Publication and their progress with all divisions.
- Facilitating meetings with vendors and suppliers.
- Dealing with vendor for review of design, making correction and changes as suggested by Division/MoHFW meeting time lines.
- Stock Management of publications and warehouse.

Qualification and Experience:

- Graduation from a recognized university.
- At least 2 years of post-qualification work experience in dealing with administrative tasks.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point
- Demonstrated ability to work in a multi-disciplinary team environment
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English

Formal educational qualification, experience & age could be relaxed for exceptional candidates.

Age Limit: Upto 40 Years

Location: New Delhi.

Contract Tenure: Three months and extendable

How 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 shortterm.nhsrc@gmail.com by **8th March 2019**. 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.