

**Terms of Reference**  
**Consultant – Human Resource (HR)**

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM) as an autonomous registered society, to channelize technical assistance and capacity building support to the states for strengthening the public health system. The NHSRC is also mandated to contribute towards National strategic health planning and programme design.

NHSRC intends recruiting Consultant – Human Resource (HR) purely on contractual basis.

**Role and Responsibilities:**

- Assist Human Resource Manager in managing all HR functions at the NHSRC Office and oversee all HR activities of its branch offices.
- Preparing Terms of References / Job Advertisements / Tender Documents / SOPs / HR Policies, as and when needed.
- Undertake recruitment of consultants for NHSRC, RRC-NE and MoH&FW.
- Assisting Human Resource Manager in the Annual Performance Appraisal exercise.
- Work on automated Attendance System / HRMIS software and generate reports as and when required.
- Identifying different institutions / Trainers & organize trainings for NHSRC & RRC-NE personnel.
- Managing MIS / Trackers / Database / Dash Boards.
- Creating Forms & Format – as and when required.
- Conducting Reference Checks, Preparing Offer Letters & Contracts, Induction of Consultants.
- Undertake any other assignments, which may be assigned from time to time by the Human Resource Manager, Principal Administrative Officer or the Executive Director, NHSRC.

**Eligibility:**

- MBA / Post Graduate Diploma (2 Years) in HR from a recognized university/institution with Minimum 04 years of post-qualification work experience in Recruitment & other HR functions.
- Working experience in Government / Social Sector is desirable
- Knowledge and experience of governmental recruitment, documentation, filing & correspondence process in Human Resource Management will be preferable.
- Knowledge of working on automated attendance system / any HRMIS software
- Computer proficiency in MS Office – Word/ PowerPoint and advance excel skills.
- Excellent verbal & written communication skills.
- Ability to complete multiple tasks under pressure and should be a team player.
- Formal educational qualification could be relaxed for candidates with longer relevant experience in HR.

**Age Limit:** 40 years & below (As on last date of application)

**Location:** New Delhi with Willingness to travel on need basis

**Contract tenure:** One year with 3 months of probation

**Remuneration Range:** Between Rs. 44,000/- to Rs. 99,000/- per month

***\*Fee offered within the band will be commensurate qualification and experience***

**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 [nhsrc.recruitments@gmail.com](mailto:nhsrc.recruitments@gmail.com) only by 16<sup>th</sup> October 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.