Terms of Reference for Programme Assistant

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. National Health Systems Resource Centre, New Delhi on behalf of Indira Gandhi National Open University (IGNOU) is seeking applications from qualified candidates purely on contractual basis.

Programme Assistant - Programme Cell - Certificate Programme in Community Health, IGNOU-Headquarter, New Delhi

Roles and Responsibilities-

- Undertake systematic collection, documentation and presentation of all relevant information required as key inputs for decision makers with reference to Certificate in Community Health(CPCH) to train Mid- Level Health Providers and conducted by IGNOU.
- Support the Programme coordinators-CPCH at IGNOU-New Delhi in the process of Notification of Programme Study Centers by scrutinizing the proposal submitted by different centres across the states as per the norms specified for CPCH.
- Support Programme coordinators-CPCH at IGNOU in scrutinizing applications for Programme Counsellors and Programme In-Charges for accreditation.
- Consolidate enrolment data of the candidates according to admission across Regional Centres/Programme Study Centres.
- Gather timely updates with reference to issue of enrolment IDs, completion of Induction of candidates and share with Programme Coordinators CPCH-IGNOU for necessary action.
- Coordinate the process of estimation, printing and dispatch of course material for the candidates as per the norms of IGNOU.
- Support Programme coordinators in timely uploading of assignments on the IGNOU website for the candidates.
- Coordinate with Regional Directors and maintain updates on release of honorarium and payments to counselors, programme staff and examiners at the accredited Programme study centres engaged in CPCH as per the specified norms.
- Support the Programme coordinators in enabling conduct of term end examination as per the schedule of IGNOU.
- Assist the Programme coordinators ensuring timely evaluation, declarations of results and merit list of Term End Examination of CPCH conducted by IGNOU at the accredited Programme study centres and share the list of the same with the Ministry of Health and Family Welfare, Government of India.
- Undertake any other assignments which may be assigned by the Programme Coordinators-CPCH, IGNOU New Delhi

Qualification and Experience:

- B.Sc.-Nursing/BDS/ BAMS/BHMS/ with Master's in Public Health/ Master's in Health Administration or Bachelors in Computer Application with Master's in Computer Application
- 2-3 years' experience of working in Health Programmes preferably with Open Distance Learning Programmes.
- Experience in working for the National Health programme at Central and State level is desirable.
- Excellent analytical (qualitative and quantitative) skills and communication (written and verbal and presentation) skills.
- Past Experience of working with government is preferred.
- Ability to interact with a variety of stakeholders including government officials at IGNOU central/state level health officials, programme managers, Staff of Programme Study Centres etc
- Excellent proficiency in MS-Office-Microsoft Word, Excel, Power Point Presentation, Web-site and Data Base Management

Reporting to: Programme Coordinator-Certificate in Community Health, IGNOU New Delhi

Age limit: 30 years and below. (As on last day of application)

Location: Indira Gandhi National Open University, 93, Maidan Garhi Rd, Prajapati Mohalla, Maidan Garhi, New Delhi, Delhi 110068

Remuneration: Between Rs. 35,000/- to Rs. 45,000/- 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 nhsrc.recruitments@gmail.com by **9th January 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.