**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 at National level in planning and handling the Routine Immunization related supplies of Vaccine, Syringes and Cold chain.

• At least 5 years’ experience at National level in consolidating, analyzing and monitoring the vaccine and related stocks.

• 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:** Upper limit 45 years as on 1/4/2016
**Remuneration Range:** Between Rs. 55,000/- to Rs. 70,000/- per month

**Location:** Delhi

Resume must reach **by 4 p.m. on 4-Jun-2016 by email to pa.immunization@nhsrcindia.org** or by post / by hand to HR Manager, NHSRC, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067.

**Note:**

* It is mandatory to mention Age, Year of Passing the Degrees, Current and Past Employment dates on your resume, without which it will not be accepted.
* Please ensure to mention exact position applied for on the envelope (in post) and subject-line (in e-mail), without which resumes will not be accepted.
* If a candidate wishes to apply for more than one position then the individual is required to submit separate resumes for each position on the particular email id as mentioned in the ToR.