



Meghalaya Health Systems Strengthening Project
World Bank Financed Project, Government of Meghalaya

ADVERTISEMENT

Applications from citizens of Meghalaya are urgently required for appointment on contractual basis for filling up the following post as given below for the **Meghalaya Health Systems Strengthening (MHSS) Project, Meghalaya**

Sl. no	Name of Post	No of Post	Remune-ration p.m fixed	Essential Qualification	Place of Posting
			(Rs.)		
1	Project Associate to the Project Director	2	Rs. 45,000/-	Master's degree in Management (MBA) / Social Work / Public Health / Hospital Management / Health Care Management / Health Informatics or any other related disciplines with at least 2 years of continued relevant work experience OR holds a Bachelor degree with at least 5 years of continued related experience in health industry/ administrative and planning position	Shillong

Qualified and interested candidates can submit their applications electronically through **Google Form** (Link below) only on or before **5:00pm of the 6th July 2020**, with soft copies of their bio-data, certificates and job experience. Detailed Terms of Reference is available on www.nhmmeghalaya.nic.in

Terms and Conditions:

1. All biodata and testimonials are to be scanned and forwarded in a **single PDF file**.
2. All applicants are required to fill the Google form as per link below (Mandatory):

<https://forms.gle/JmkPfmMHrjdvgkVq6>

Sd/-

Ramkumar S, IAS
Project Director
Meghalaya Health Systems Strengthening Project

Terms of Reference (ToR) for Project Associate to the Project Director under Meghalaya Health Systems Strengthening Project (MHSSP)

Introduction to the Project

Meghalaya, a small state in the North East India, carved out of Assam in 1972, has a Legislative Assembly and three autonomous Hill Councils, covering all 11 districts. With a population of 3 million (2011), the state is on average poorer than rest of India, but more equitable, as only 12 percent of the population live below the national poverty line in comparison to 22 percent at the national level (2011-12). The state is predominantly rural (80 percent), with a hilly terrain, rapid urbanization and poor connectivity. With 86 percent of the population categorized as Scheduled Tribe, Meghalaya's main ethnic communities are the Khasis, the Garos and the Jaintias. The complexities in the governance structures provide unique challenges to social and health outcomes, that need local solutions.

The Government of Meghalaya is committed to improving the health status of its citizens. Despite considerable challenges, the state has shown progress in various health indicators over the last decades. To further accelerate the progress, the Department of Health and Family Welfare (DoHFW), Government of Meghalaya with technical and financial support from the World Bank, is implementing 'Meghalaya Health Systems Strengthening Project' (MHSSP) in the state. The MHSSP intends to improve accountability, quality and utilization of health services in Meghalaya, especially among public facilities at primary health center (PHC), community health center (CHC) and district hospital levels. In order to achieve its objectives, the MHSSP will over the next five years adopt a system approach to combine results-based financing and input-based financing with the aim of achieving enhanced performance management in the public sector.

The project activities are structured across 4 broad areas, while the first three address different parts of the project development objective (Accountability, Quality and Utilization), the fourth area is related to Contingent Emergency Response Component. The details are as under:

Area 1: Improve accountability and strengthen governance through Internal performance agreements: This will support the creation of an enabling environment for reforms at each level (state, district and sub-district), enhance performance of the DoHFW and its subsidiaries, and improve efficiency of the public health administration.

Area 2: Strengthen Systems to Sustain Quality of health service: This will focus on improving the quality of care through a comprehensive quality assurance for health service; augmenting systems related to human resource management, bio-medical waste management, procurement and supply chain, and project management capacity.

Area 3: Increase coverage and utilization of quality health services: This will mainly focus on increasing the coverage of the state health insurance program, pilot for strengthening primary care response through the Health and Wellness Centers, strengthening community interventions and engagement.

Area 4: Contingent Emergency Response Component: A mechanism for provision of immediate response to an Eligible Crisis or Emergency, as needed.

Job Title	: Project Associate to the Project Director
No. of Positions	: 2 (two)
Duty Station	: Shillong
Organisation	: Meghalaya Health Systems Strengthening Project (MHSSP)
Nature of Job	: Purely Contractual Basis
Duration	: 1 year with provision for extension for 3 years subject to satisfactory performance and/or validity of the Project
Qualifications	: Master's degree in Management (MBA) / Social Work / Public Health / Hospital Management / Health Care Management / Health Informatics or any other related disciplines with at least 2 years of continued relevant work experience OR holds a Bachelor degree with at least 5 years of continued related experience in health industry/ administrative and planning position
Salary	: ₹ 45,000

Job Profile | Duties and Responsibilities:

1. To provide support to the Project Director in delivering Project's overall strategic objectives;
2. Undertake research for specific information required by the Project Director through primary research (networking with internal and external stakeholders for information and updates) and/or through secondary research by using electronic resources and databases.
3. Assisting the Project Director in researching and following up with actionable or open points which fall within the Project Director's purview;

4. Collect, analyse, and present information for monitoring and evaluation of project implementation progress against project targets;
 5. Maintain a close liaison with the World Bank and other agencies/ departments regarding the ongoing activities under the Project Director, clearly indicating priority of appointments and competently handling subsequent coordination;
 6. Prepare and update reports, concept notes, briefs, etc. as and when required in a timely manner, while maintaining a high level of quality;
 7. To provide administrative support in the delivery of assignments and initiatives on behalf of the Project Director's office;
 8. To ensure all correspondence and relevant materials are produced in a timely and accurate manner to all internal and external stakeholders;
 9. Codify and share knowledge by capturing best practices, lessons learned and all stakeholder's feedback;
 10. Maintain, update and manage an accurate electronic database of all relevant information;
 11. When required, assisting the Project Director in meetings which may include taking meeting notes and/or preparing pre-meeting debriefs;
 12. Availability to work (occasionally) unsociable hours, evenings, weekends and public holidays when urgently required;
13. Undertake any other duties which are consistent with the basic objectives and or/ duties of the post as directed by Project Director.

Required Skills:

1. Demonstrating/safeguarding ethics and integrity;
2. Plans, coordinates, and organizes workload while remaining aware of changing priorities and competing deadlines;
3. Sense of curiosity and willingness to build skills while working;
4. Possession of a touch-typing speed of 60 words per minute with 90% accuracy;
5. Excellent IT skills, including a working knowledge of presentation software packages, preferably Microsoft Office Word, Excel and PowerPoint,
6. Ability to review data, identify and adjust discrepancies;
7. High competency of secondary data research, via online articles, databases, tools, etc.
8. Excellent command of the English language, both verbal and written.