

**Terms of Reference**  
**Short Term Consultant - Administration**

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 toward National strategic health planning and programme design.

NHSRC intends to recruit a Short-Term Consultant - Administration, purely on a contractual basis.

**Role & Responsibilities:**

- Assist in organizing all events of NHSRC & MOHFW such as Meetings, Workshops, Trainings, Retreats, etc.
- Assist in Planning the event, coordinating with the empaneled vendors such as hotels, restaurants, event management companies, Car rentals companies, etc.
- Ensuring timelines of each event are strictly met and the highest level of quality is maintained.
- Oversee all preparations of the events from planning, identifying venues, to all paperwork of the events including approvals to final payments.
- Supervision of support staff as designated by the Principal Administration Officer for the event.
- Organize meetings with the vendors as and when required. Draft Minutes of the meetings.
- To ensure timely empanelment of Hotels, Restaurants & Events Management Companies to cater to the requirements of NHSRC & MOHFW.
- Prepare contract documents for the Vendors ( New & Renewals).
- Renewal of contracts of the empanelment Vendors mainly Hotels, Restaurants & Event Management Companies, etc., strictly by following the due process.
- Negotiating best available rates, availability of space/rooms/ cars, etc from the vendors. Undertake vendor visits as and when asked.
- Ensure all written approvals are in place before proceeding with the task assigned.
- Any other work as assigned by the Principal Administrative Officer.

**Qualification, Experience, and Competencies:**

- Postgraduate in Mass Media/ Social work/Arts/Tourism/ any other stream.
- Minimum 10 years of post-qualification work experience in Administration, of which at least 5 years in Government, Quasi-Government or Government funded autonomous institutions.
- Excellent English writing and verbal communication skills.
- Excellent administrative, organizational and planning skills with attention to detail.
- Computer literate with knowledge and experience of MS word & Excel spreadsheet and Power point.
- Should have knowledge of Accounts / Govt. Rules and Regulations / Purchase-related procedures, GFR, GEM.

- Knowledge of Registry Procedures and Travel / Fleet Management.
- Proficient in drafting notes / Official Letters in English & Hindi, handling routine correspondence independently.
- To be able to meet stringent guidelines at short notices and operate in an evolving environment.

**Age:** Upto 45 years (as on the date of receiving the application)

**Work Location:** New Delhi with the requirement of occasional outstation travel and regular local travel.

**Contract tenure:** 3 months and Extendable.

**Remuneration Range:** Between Rs. 60,000/ – to 1,20,000/- per month (consolidated)\*

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

**Note:** As this is a short-term assignment.

- Preference will be given to candidates residing within Delhi/NCR region.
- The selected candidate will be required to join within 7 days.

Candidates selected in this interview could be considered for other vacant positions at NHSRC requiring similar skill sets and at appropriate level.

**How to apply:** Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrcindia.org>). Applications will be accepted in the prescribed online application format only. Last date for receiving applications is **25 April 2022**.