

Terms of Reference
Senior Consultant – Administration & Finance (RRC-NE)

Name of Division	Administration, RRC-NE
Reporting to	Director, RRC-NE, Guwahati, Assam
Name of Position	Senior Consultant, Administration & Finance
Number of Position	One
Location	RRC-NE Office, Guwahati

NHSRC is seeking applications from eligible candidates for the position of **Senior Consultant, Administration & Finance** for its branch office – Regional Resource Centre for Northeastern States (RRC-NE) at Guwahati, Assam.

1. Background

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM) of Government of India to serve as an apex body for technical assistance.

Established in 2006, the National Health Systems Resource Centre's mandate is to assist in policy and strategy development in the provision and mobilization of technical assistance to the states and in capacity building for the Ministry of Health and Family Welfare (MoHFW) at the centre and in the states. The goal of this institution is to improve health outcomes by facilitating governance reform, health systems innovations and improved information sharing among all stake holders at the national, state, district and sub-district levels through specific capacity development and convergence models.

This organization has professional links with a plethora of domestic and international bodies involved in the field of Public Health. There have been a number of personnel who have served with NHSRC and gained invaluable experience enabling them to graduate to the next rung of their professional ladder. Vast exposure to the Ministry of Health & Family Welfare, and its processes are a unique feature of NHSRC.

For meeting the specific needs of the eight NE States, **the Regional Resource Centre for North-Eastern States (RRC-NE) at Guwahati functions as a branch office of NHSRC.** The team at RRC-NE is headed by the Director with technical teams for separate divisions.

2. Objective

As Senior Consultant, Administration & Finance at RRC-NE, the objective is to oversee the overall Administrative, Human Resources and Financial activities of the office of the Regional Resource Centre for NE States, Guwahati.

3. Scope of Work

Key Responsibilities

The incumbent would be expected to lead the Administration team (including HR & Finance) at RRC-NE and undertake multiple tasks for effective implementation of relevant Government guidelines as well as NHSRC policies. The brief roles and responsibilities of the incumbent are as follows:

i) Administration :

- Ensure smooth functioning of day-to-day office work and supervise the admin team.
- Procurements as per Govt. guidelines & in GeM portal.
- Preparation of tender documents & RFPs (as and when required).

- Drawing up of Agreements & Contracts with various service providers & vendors.
- Inventory Management-maintenance & checking of office stock and stock register.
- Security management (identifying security agency through Tendering, supervising security staff).
- Event Management- Organizing various workshops & meetings at Regional level: Arrangement of conference hall, accommodations, transportation & printing works etc.
- ISO Process- Preparation & maintenance of Quality Systems Manuals , conduct internal audit under ISO, coordinate during external surveillance audit under ISO.

ii) Human Resources :

- Preparation of ToRs (Terms of Reference) for new vacancies.
- Scrutiny of applications & preparation of Master sheets.
- Interview Process (written tests, online/offline interviews).
- Drafting of contracts.
- Joining formalities.
- Organizing & conducting orientation of newly joined.
- Maintenance of HR Data & personal file.
- Maintenance of attendance & leave records. Analysis of Biometric attendance reports.

iii) Finance :

- Ensuring proper maintenance of accounts of RRC-NE. Supervising Consultant-Accounts in maintenance of books of accounts, necessary registers etc. as per guidelines.
- Checking of all payments to vendors & claims of staff and passing for approval (via PFMS).
- Oversee/guide Consultant-Accounts in preparation & analysis of Financial Statements & regular reporting to authority.
- Preparation of Annual Budget.
- Coordinating with various programme divisions while preparing budget/financial statement for Workshops/Evaluations/Assessments/Studies etc.
- Preparation of Consultancy Fees of staff.
- Preparation of monthly Bank Reconciliation Statement.
- Ensuring necessary TDS deduction under Income Tax and GST and depositing the same.
- Depositing Bank Interest in Bharat Kosh Portal.
- Preparation of TDS and GST deduction statements and coordinating with Chartered Accountants for filing of TDS & GST returns.
- Supervise Consultant-Accounts in preparation of final accounts (Balance sheet, PL A/C, Income expense statement etc)
- Organizing Audit.
- Oversee Financial Statements submitted by Regional Collaborative Centre, Assam Medical College & Hospital, Dibrugarh & NHSRC.

4. Output

Timely accomplishment of task and responsibilities and regular reporting to the Director, RRC-NE at the end of every month.

5. Qualifications and experience

- a. Bachelors of Commerce / Bachelors in Business Administration degree from a recognised institute with Masters of Commerce / Masters in Business Administration (Finance/Human Resource Management) from a recognised institute.
- b. At least **10 (Ten) years post qualification experience** of working in social sector/ government sector. Prior experience of working in the Government Health Sector/NHM will be an added advantage.
- c. Knowledge of GFR, government accounting systems/processes.
- d. Knowledge of Procurement systems as per Govt guidelines.
- e. Knowledge of Human Resource Management processes (Recruitment/ Contracts/ Appraisals etc)
- f. Excellent communication skills – writing and verbal.
- g. Proficiency in Tally Software, MS Office package, any computerised data analytical package is highly desirable.

6. Travel and subsistence – As per NHSRC/RRC-NE norms

The Senior Consultant should be ready to travel extensively to State/District/Block/village levels. All travels must be authorized in advance by Director, RRC-NE. The Senior Consultant shall be reimbursed for travel as per NHSRC rules.

7. Reporting Requirements

The Senior Consultant will submit monthly/applicable updated report to the Director, RRC- NE.

8. Workstation:

The workstation of Senior Consultant is at RRC, NE, Guwahati. However, s/he may be required to be relocated at any of the stations in any NE States on requirement of organization.

9. Consultancy Period and Consultancy fees

Initially, it will be till 31st March, 2026. The first 3 months will be on probation. Subject to satisfactory performance, the consultancy will continue for the full tenure. The consultancy can be terminated by either part giving a notice of one month in writing.

The Senior Consultant will be paid a consolidated monthly fee as per NHSRC HR policy (**ranging from Rs.90,000/- to Rs.1,50,000/-**). The Senior Consultant shall not be entitled to any other benefits, payments, subsidy, compensation or pension except as expressly provided in the consultancy agreement. The Senior consultant shall not be exempt from taxation and shall not be entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received.

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

10. Other benefits:

In addition to the remuneration mentioned above, Consultants of NHSRC are entitled to Free Accidental insurance, Subsidized Medical insurance, Mobile bills reimbursement, Laptop reimbursement (As per NHSRC Policy), 30 days Consolidated leave, fully paid Maternity leave (For Female Consultants) as per Government of India policy, performance linked increments, TA/ DA and per diem for on-duty visits.

11. Age Limit: Not above 55 years (as on last date of receiving of applications).

Note: Short listing shall be done based on relevant experience and educational qualification. However, educational qualification & age may be relaxed for experienced candidates working in the relevant field. Only shortlisted candidates shall be informed and called for the interview.

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 **20th November 2024**.

Note:

1. ***Please mention the full form of all the post graduate qualifications in the application form to avoid rejection.***
2. ***Please refrain from using abbreviations in the application form.***