

Terms of Reference
Consultant – Human Resources for Health (RRC-NE)

Name of Division	Public Health Planning & Evidence, RRCNE
Reporting to	Director, RRC-NE, Guwahati, Assam
Name of Position	Consultant, Human Resources for Health
Number of Position	One
Location	RRCNE, Guwahati

NHSRC is seeking applications from eligible candidates for the position of Consultant, Human Resources for Health for its branch office – Regional Resource Centre for North Eastern States (RRC-NE) at Guwahati, Assam.

1. Background

National Health Mission (NHM) is the umbrella programme of the Ministry of Health and Family Welfare, Government of India to ensure provisioning of universal health coverage for providing access to equitable, affordable and quality health care services which is accountable and at the same time responsive to the needs of the people. The Mission also aim for reduction of children and maternal mortality as well as population stabilization, gender and demographic balance.

National Health Systems Resource Centre (NHSRC) is a technical support organization under the National Health Mission, Ministry of Health & Family Welfare. NHSRC channelizes required technical assistance for the MoHFW and the States for various tasks. Such requirements are dynamic in nature. For meeting the specific needs of eight NE States, Regional Resource Centre – NE (RRC-NE) at Guwahati functions as branch office of NHSRC. The team at RRC-NE is headed by the Director with technical teams for each area.

Work at the NHSRC/RRC-NE is organised around seven divisions, namely – Community Processes & Comprehensive Primary Care, Healthcare Financing, Healthcare Technology, Human Resources for Health, Public Health Planning, Public Health Administration and Quality Improvement.

The HRH division of NHSRC/RRCNE supports the MoHFW, the States and UTs in strengthening human resource practices and implementation of the Health Systems Approach. The team also works on the framework for staffing decisions based on the NHM goals and objectives. It suggests evidence-based interventions for the current workforce, identifies future needs, possible gaps and surpluses, works towards capacity building of the workforce and attraction and retention of health workers in rural and underserved areas.

Support to the NE States, at times difficult locations, require extensive travel to the states.

Location: Guwahati with requirement of extensive travel

2. Objective

As Consultant, Human Resources for Health at regional level, the objective is in strengthening human resource practices and implementation of the Health Systems Approach by building capacities for technical assistance and programme management in public health at State/District/sub-district level for implementation of NHM activities for the 8 NE States

3. Scope of Work

a. Key Responsibilities:

- i. S/he should be a team player.
- ii. Systematic collection, documentation & compilation and analysis of information regarding human resources for health, health systems and health needs including inputs for key decision makers.
- iii. Analysis/review of data from HMIS and other health sources & its use to support the States / Districts to implement rationalized deployment of human resources in health along with identifying the gaps in training and skill development.
- iv. Building capacities at district and state level for making state and district human resources for health plans and for review & improving the plans, using both epidemiological and HMIS inputs and support on budgeting and financial planning as required.
- v. Provide Technical Assistance to the states in rolling out of Bridge course for AYUSH practitioners and nurses
- vi. Provide Technical Assistance in areas related to health systems strengthening and Human Resources for Health
- vii. Undertake other assignments, which may be assigned from time to time by the Reporting Officer.

4. Output

- i. 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. Essential:

Bachelor's degree holder with a Fulltime (3 – 5 years) course in any discipline from a UGC recognised University with:

- a. Post Graduate Degree in Personnel Management or
- b. Post Graduate Degree in Healthcare Management or
- c. Post Graduate Degree in Human Resources Management or
- d. Post Graduate Diploma in Personnel Management or
- e. Post Graduate Diploma in Healthcare Management or
- f. Post Graduate Diploma in Human Resources Management.
- g. MA in Public Health Policy or
- h. MBA in Human Resources

B. Essential:

- a. Work experience in the area of human resources for health or health systems strengthening at State/District level for at least 2 (Two) years.
- b. Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.

B. Desirable:

- a. Published work in the area of human resources for health, health systems or public health. (Desirable)
- b. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- c. Demonstrated ability to work in a multi-disciplinary team environment.
- d. Demonstrated experience in operationalizing health programme at field level / working in strengthening of district level health systems would be an advantage.
- e. Willingness to travel to states & districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.
- f. For some tasks specific technical skills or part experience in some specific areas is desirable – these include Evaluation Techniques & Study Designs, Policy Development Work, data review, report writing etc.
- g. Formal educational qualification and experience could be relaxed when there is published quality work or work experience of specific relevance.

6. Travel and subsistence

The 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 Consultant shall be reimbursed for travel as per NHSRC rules.

7. Reporting Requirements

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

8. Workstation

The workstation of Consultant is at RRC-NE, Guwahati. However, s/he may be required to relocate at any of the stations in any NE States on requirement of organization. Opportunity to gain hands on experience of public health canvas of states and districts. Travel to states, districts and sub-districts will be extensive.

9. Consultancy Period

Initially, it will be till **31st March 2023**. The first 3 months will be on probation, which may be extended, subject to satisfactory performance, the consultancy will continue for the full term.

10. Consultancy fees

The Consultant will be paid a consolidated monthly fee as per NHSRC HR Policy (within Rs.60,000/- to Rs.1,20,000/-).

11. Other Benefits:

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

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

Note:

Age Limit: Not above 45 years (As on last date of receipt of application form).

- i. Short listing shall be done based on relevant experience and educational qualification.*
- ii. Candidate selected in this interview could be considered for other vacant positions in RRC-NE/NHSRC requiring similar skill sets and at appropriate level.*

To Apply: Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrcindia.org>) or RRC-NE Website (<http://rrcnes.gov.in>). Applications will be accepted in the prescribed online application format only. Last date for receiving applications is **10th August 2021.**

- a) While filing the online application in the NHSRC website, the resume, which needs to be uploaded, should be attached in the prescribed format.**
- b) Please mention the full form of all the post graduate qualifications in the application form.**
- c) Please refrain from using abbreviations in the application form.**