

Terms of Reference

Consultant -Publications

National Health Systems Resource Center, a technical support institution for National Health Mission, Ministry of Health & Family Welfare, works for health system strengthening. Various divisions in NHSRC contribute to the implementation of NHM as per their technical area. The publications and related activities of NHSRC coordinates with all divisions and the Ministry for taking the Mission forward through bringing out publications and other resources.

NHSRC seeks one Consultant to coordinate various activities of publications, collaterals, events and development and production of related materials.

Job Description

1. The Consultant shall work under the overall guidance of officer in-charge. The following tasks are to be undertaken:
2. Support in publications, exhibition and collaterals development related work with all divisions of NHSRC and National Health Mission, Ministry of Health and Family Welfare.
3. Coordinate with empaneled agencies for design and printing of publications, making correction and changes as suggested by Divisions/MoHFW and meeting time lines.
4. Dealing with language translators, illustrators and language editors for various publications.
5. Development and dissemination of e-publications and identification of various other upcoming sources.
6. Work on print-production of publications and collaterals.
7. Stock Management of publications and warehouse, record of distribution of publications.
8. Tracking and Record Keeping of Publication and their progress with all divisions.
9. Administrative tasks related to above mentioned work like file notes and file management, issuance of orders, payment clearances and follow-ups, coordination with technical divisions of NHSRC and administration including accounts for timely clearances of publication related matters.
10. Creating division wise database for record keeping of publications.
11. Ensure timely disbursement of publications.
12. Cataloguing of publications in NHSRC library.

Qualification and Experience:

1. Post-graduation Degree in book publishing / advertising and communication / design arts / M.A. in Economics/ M. Com from a recognized university.
2. At least 4 years of post-qualification work experience in dealing with publications, development and production of various kind of publications and collaterals, data management/IT support/website management and administrative tasks.
3. Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point, MS Access. Knowledge of social media, e-publications designing, development and dissemination.
4. Knowledge on publications design and printing, variety of papers and other materials.
5. Good command on English and Hindi.
6. Demonstrated ability to work in a multi-disciplinary team environment.
7. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.

Formal educational qualification, experience & age could be relaxed for exceptional candidates.

Age: Below 40 years (As on last date of receiving applications)

Work Location: New Delhi with requirement of occasional local travel.

Remuneration Range: Between Rs. 60,000/- to Rs. 1,20,000/- per month.

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

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. Applications will be accepted in the prescribed online application format only. Last date for receiving applications is 4th March 2021.