

## **Terms of Reference**

### **Short Term Consultant –Human Resources**

National Health Systems Resource Centre (NHSRC) is a technical support institution under the National Health Mission (NHM), Ministry of Health & Family Welfare. NHSRC works closely with the MoHFW and the States for Health Systems strengthening and supporting implementation of interventions under the NHM. Work at the NHSRC is organised around eight divisions, namely – Community Processes & Comprehensive Primary Care, Healthcare Financing, Healthcare Technology, Human Resources for Health, Knowledge Management Division, Public Health Administration, Quality and Patient Safety and Information Technology division.

Since its inception in 2006, NHSRC has been a repository of knowledge and a centre of excellence for its agenda. This organization has professional linkages 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 next rung of professional ladder. Vast exposure to Union Ministry of Health and Family Welfare and its processes and State Health Department is a unique feature of NHSRC.

If you have a commitment to health equity and excellence, here is a unique chance to work with a team committed to shaping the public health landscape in India. The position offers you an opportunity to participate in the process of strengthening health systems, improving health service delivery and enabling positive health outcomes, through hands on implementation assistance at National, State and District levels. Working with a transdisciplinary team, you can discover, adapt, co-create and disseminate solutions to multiple challenges related to service delivery systems, universal primary health care, human resources for health, community processes, health financing, quality of care and patient safety, public health planning and health promotion. This is an opportunity to support health systems strengthening at scale, learn from district and sub district implementation, undertake knowledge translation, and enable realization of the vision of universal health coverage.

NHSRC intends recruiting Short Term Consultant –Human Resources purely on contractual basis.

#### **Role and Responsibilities:**

- Assist Human Resource Manager in managing all HR functions at the NHSRC Office and oversee all HR activities of its branch offices.
- Preparing Terms of References / Job Advertisements / Tender Documents / SOPs / HR Policies, as and when needed.
- Undertake recruitment of consultants for NHSRC, RRC-NE and MoH&FW
- Undertake and assist in Annual Performance Appraisal exercise.
- Conducting Reference Checks, Preparing Offer Letters & Contracts documents.
- Work on automated Attendance System / HRMIS software and generate reports as and when required.
- Managing MIS / Trackers / Database / Dash Boards.
- Creating Forms & Format – as and when required.
- Maintain electronic and paper records ensuring information is organized and easily accessible.
- Assist to prepare presentations or reports as assigned, prepare minutes of meeting if required.
- Assist in compiling, proofread and revise drafts of documents and reports.

- Undertake any other assignments, which may be assigned from time to time by the Human Resource Manager, Principal Administrative Officer, or the Executive Director, NHSRC.

**Eligibility:**

- MBA / Post Graduate Diploma (2 Years) in HR from a recognized university/institution with Minimum 4 years of post-qualification work experience in Recruitment & other HR functions.
- Working experience in Government / Social Sector is desirable
- Knowledge and experience of governmental recruitment, documentation, filing & correspondence process in Human Resource Management will be preferable.
- Knowledge of working on automated attendance system / any HRMIS software
- Computer proficiency in MS Office – Word/ PowerPoint and advance excel skills.
- Excellent verbal & written communication skills.
- Ability to complete multiple tasks under pressure and should be a team player.

**Age Limit:** 35 years & below (As on last date of application)

**Location:** New Delhi with Willingness to travel on need basis

**Contract tenure:** Three months and extendable

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

***\*Fee offered within the band will be commensurate 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.

**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 **19<sup>th</sup> July 2023**.