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## Terms of Reference

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### Program Manager

for

### Project Management Unit, Pradhan Mantri – Ayushman Bharat Health Infrastructure Mission (PMABHIM)/XV Finance Commission Health Grant

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#### Background

The National Health Mission Mizoram has implemented Pradhan Mantri Ayushman Bharat Health Infrastructure Mission (PM-ABHIM) and XV Finance Commission Health Grant in the state with an objective to strengthen public health institutions and the health systems at the grassroot level to deliver universal Comprehensive Primary Health Care. This includes surveillance, active community engagement and improved risk communication, health education and prevention; and to strengthen public health institutions and public health governance capacities, to meet challenges posed by the current and future pandemics/epidemics with capacities for comprehensive diagnostic and treatment including for critical care services. The schemes also aim to expand and build an IT enabled disease surveillance system by developing a network of surveillance laboratories at block, district, regional and national levels, Points of Entry and in Metropolitan areas for effectively detecting, investigating, preventing and combating Public Health Emergencies and Disease Outbreaks.

**Contract duration:** *(34 months)*

#### Objective:

To provide expertise in smooth implementation of the PMABHIM and XVFC schemes.

#### Scope of work:

The project requires engagement of the Program Manager to support the state in planning and implementation of both the schemes. The Program Manager will work closely with the Mission Director NHM, State Nodal Officer, and all key stakeholders for effective planning and implementation of the schemes in the state.

#### Job Responsibilities:

1. Implement and facilitate execution of both the schemes (PM-ABHIM/XVFC) in the state.
2. Provide excellence in prioritization of activities, implementation strategies, readiness of key components to deliver smooth implementation.
3. Provide techno-managerial capacity for the implementation, detailed activities, budget estimation, progress review and monitoring of the schemes both financial and administrative.

4. Liaise with government officials, partners and all relevant stakeholders for program improvement, review and coordination of pertinent thematic components like monitoring and supervision, logistics and supply chain management for diagnostics, drugs and consumables, etc.
5. Organize and coordinate meetings of technical expert committees, document the minutes of meetings and subsequently follow up on action point.
6. Undertake field visits to monitor the planning and implementation of the schemes and provide feedback at appropriate levels.
7. Undertake any other task that may be assigned from time to time.

### **Key Skills:**

#### **A. Qualification(s):**

- i. Bachelors in Homoeopathy/Ayurveda/Dental/Nursing/Health Administration with Masters in Public Health/ Health Administration from a recognized university.

#### **B. Experience:**

- i. Essential: Having a good knowledge about implementation of National Health Programs.
- ii. At least 2 years of experience in public health program implementation
- iii. Experience of working in the public sector will be added advantage

#### **C. Skills and Competencies:**

- i. Knowledge of English and Mizo
- ii. Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them
- iii. Computer proficiency and familiarity with MS Word, Excel, PowerPoint.

#### **D. Age limit:**

Up to 35 years as on date of advertisement with five years' relaxation for reserved (SC/ST/OBC) category.

### **Emoluments:**

Consolidated Pay of Rs. 33,000 per month with a provision for extension of contract on a satisfactory performance.

### **Reporting:**

The Program Manager will report to Mission Director and the State Nodal Officer.

### **Contract Term:**

The assignment is on purely contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government. The tenure will be 34 months duration. The initial contract will be for 1 year at a time and extended based on satisfactory performance.

### **General Information:**

Engagement of the Program Manager will be on a full-time basis and the provision for Casual Leave/Earned Leave/Medical Leave will be as per NHM Mizoram norms.

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## Terms of Reference

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### Assistant Engineer (Civil)

for

### Project Management Unit, Pradhan Mantri – Ayushman Bharat Health Infrastructure Mission (PMABHIM)/XV Finance Commission Health Grant

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#### Background

The National Health Mission Mizoram has implemented Pradhan Mantri Ayushman Bharat Health Infrastructure Mission (PM-ABHIM) and XV Finance Commission Health Grant in the state with an objective to strengthen public health institutions and the health systems at the grassroot level to deliver universal Comprehensive Primary Health Care. This includes surveillance, active community engagement and improved risk communication, health education and prevention; and to strengthen public health institutions and public health governance capacities, to meet challenges posed by the current and future pandemics/epidemics with capacities for comprehensive diagnostic and treatment including for critical care services. The schemes also aim to expand and build an IT enabled disease surveillance system by developing a network of surveillance laboratories at block, district, regional and national levels, Points of Entry and in Metropolitan areas for effectively detecting, investigating, preventing and combating Public Health Emergencies and Disease Outbreaks.

**Contract duration:** (34 months)

#### Objective:

To provide expertise in smooth implementation of the PMABHIM and XVFC schemes.

#### Scope of work:

The project requires engagement of the Assistant Engineer (Civil) to support the state in planning and implementation of both the schemes. The Assistant Engineer (Civil) will work closely with the Mission Director NHM, State Nodal Officer, and all key stakeholders for effective planning and implementation of the schemes in the state.

#### Job Responsibilities:

1. Preparation of building plan, BOQs (Bills of Quantities) and estimations.
2. To monitor constructions under the schemes at various sites and ensure that the works are completed in accordance within the agreed budget, scope and timelines.
3. Provide techno-managerial capacity for the implementation, detailed activities, budget estimation, progress review and monitoring of the schemes both financial and administrative.
4. Undertake survey at construction site to ensure that construction is carried out within demarcated land and check measurements of work done.
5. Maintain liaison with the local authority and sort out any issues that may arise to ensure

uninterrupted progress of the construction works.

6. Undertake periodic and as required site visits to construction site for evaluation of the quality of the work done is in accordance with specifications.
7. Ensure that the construction activities carried out are according to the approved plans, designs and drawings.
8. Undertake any other task that may be assigned from time to time.

**Key Skills:**

**A. Qualification(s):**

- i. Bachelors in Civil Engineering (BE/BTech) from any recognized university.

**B. Experience:**

- i) Essential: On site working experience in building construction and in implementation/supervision of building construction activities.
- ii) Experience in carrying out measurement of work, ability to take off quantities from drawings and prepare estimates.
- iii) At least 2 years of experience in civil construction work under government health sector.
- iv) Experience of working in the public sector will be added advantage

**C. Skills and Competencies:**

- a. Knowledge of English and Mizo
- b. Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them
- c. Computer proficiency and familiarity with MS Word, Excel, PowerPoint.

**D. Age limit:**

Up to 35 years as on date of advertisement with five years' relaxation for reserved (SC/ST/OBC) category.

**Emoluments:**

Consolidated Pay of Rs. 25,000 per month with a provision for extension of contract on a satisfactory performance.

**Reporting:**

The Assistant Engineer (Civil) will report to Mission Director, NHM and the State Nodal Officer.

**Contract Term:**

The assignment is on purely contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government. The tenure will be 34 months duration. The initial contract will be for 1 year at a time and extended based on satisfactory performance.

**General Information:**

Engagement of the Assistant Engineer will be on a full-time basis and the provision for Casual Leave/Earned Leave/Medical Leave will be as per NHM Mizoram norms.

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## Terms of Reference

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### Data Entry Operator (DEO)

for

### Project Management Unit, Pradhan Mantri – Ayushman Bharat Health Infrastructure Mission (PMABHIM)/XV Finance Commission Health Grant

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#### Background

The National Health Mission Mizoram has implemented Pradhan Mantri Ayushman Bharat Health Infrastructure Mission (PM-ABHIM) and XV Finance Commission Health Grant in the state with an objective to strengthen public health institutions and the health systems at the grassroot level to deliver universal Comprehensive Primary Health Care. This includes surveillance, active community engagement and improved risk communication, health education and prevention; and to strengthen public health institutions and public health governance capacities, to meet challenges posed by the current and future pandemics/epidemics with capacities for comprehensive diagnostic and treatment including for critical care services. The schemes also aim to expand and build an IT enabled disease surveillance system by developing a network of surveillance laboratories at block, district, regional and national levels, Points of Entry and in Metropolitan areas for effectively detecting, investigating, preventing and combating Public Health Emergencies and Disease Outbreaks.

**Contract duration:** *(34 months)*

#### Objective:

To provide expertise in smooth implementation of the PMABHIM and XVFC schemes.

#### Scope of work:

The project requires engagement of the Data Entry Operator (DEO) to support the state in planning and implementation of both the schemes. The Assistant Engineer will work closely with the Mission Director NHM, State Nodal Officer, and all key stakeholders for effective planning and implementation of the schemes in the state.

#### Job Responsibilities:

1. To undertake any data entry requirement arising from both the schemes.
2. To undertake record and reporting through various national health portals – HWC Portal, NCD Portal, DVDMS etc.
3. Provide expertise in app management, logistics and supply chain management for drugs and consumables.
4. Assist in organizing and coordinating meetings of technical expert committees, document the

- minutes of meetings and subsequently follow up on action point.
5. Assist in various trainings and administrative works assigned.
  6. Undertake any other task that may be assigned from time to time.

**Key Skills:**

**A. Qualification(s):**

- i. Bachelors in Computer Application (BCA)/BSc. Computer Science from any recognized university.

**B. Experience:**

- i. Essential: Having a good knowledge about implementation of National Health Programs.
- ii. At least 2 years of experience in public health program implementation
- iii. Experience of working in the public sector will be added advantage

**C. Skills and Competencies:**

- d. Knowledge of English and Mizo
- e. Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them
- f. Computer proficiency and familiarity with MS Word, Excel, PowerPoint.

**D. Age limit:**

Up to 35 years as on date of advertisement with five years' relaxation for reserved (SC/ST/OBC) category.

**Emoluments:**

Consolidated Pay of Rs. 17,000 per month with a provision for extension of contract on a satisfactory performance.

**Reporting:**

The Data Entry Operator will report to Mission Director, NHM and the State Nodal Officer.

**Contract Term:**

The assignment is on purely contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government. The tenure will be 34 months duration. The initial contract will be for 1 year at a time and extended based on satisfactory performance.

**General Information:**

Engagement of the Data Entry Operator will be on a full-time basis and the provision for Casual Leave/Earned Leave/Medical Leave will be as per NHM Mizoram norms.