

Ministry of Health and Family Welfare
National Tobacco Control Program

Recruitment of Consultants under National Tobacco Control Programme
(NTCP)

National Tobacco Control Cell, Ministry of Health & Family Welfare, Govt. of India invites applications for the following posts from dynamic professionals to take up the challenge of tobacco control at National level.

1. Consultant (IEC& Health Promotion) -1
2. Consultant (Finance- NTCP NHM)-1
3. State Coordinator -1
4. Consultant (Monitoring, Evolution and Research) -1
5. Lab Consultant -1
6. Technical Assistant – 1

Applications in prescribed format (Annexure - A) may be sent by mail to ntcp.mohfw@gmail.com, within one month of publication of this advertisement in newspapers. Hard copy of the application, together with supporting documents must be sent by post to Under Secretary (Tobacco Control) Room No – 425 'C', Ministry of Health & Family Welfare, Nirman Bhawan, Maulana Azad Road. New Delhi – 110108 .

ToRs with details of the qualification and salary etc. for the posts may be seen at Annexure – B.

CV Format (for NTCP Consultants)

Part-A (Personal Details)

Please use a pen, and write neatly in English using BLOCK LETTERS

**Please attach a recent
passport-sized photograph
(not more than 6 months
old) of yourself**

1. Name (in full):
2. Are you or have you been known by any other name (if yes, please give details):
3. Sex (Male/ Female):
4. Date of Birth (along with age as on 01.01.2015):
5. Place of Birth:
6. Nationality:
7. Marital Status:
8. Category (SC/ST/OBC/General):
9. Residential Address (a street address is required as a post office box address cannot be accepted):

10. Address for correspondence (If the same as your residential address, write 'AS ABOVE' in the box):

11. Contact Telephone Numbers (with AREA Code):
- Residence:
 - Office
 - Mobile:
12. Do you agree to the department communicating with you by e-mail and/ or fax (if yes, give corresponding details)?
- E-mail Address:
 - Fax Number (with AREA Code):
13. Educational Qualifications - Graduation and onwards (as on 01/01/2015):

Note:

- Kindly use additional sheets, if required
- Attach copy of relevant certificates to support mentioned qualifications

Qualification	Main Subjects/ Specialization/Examination	Year of Passing	University/ Institute	Overall (%) of marks	Class/ Division/ Grade

Part-C (Supplementary Information/ Other Details)

1. Character details (kindly tick the relevant option)

Have you ever:

- | | | |
|---|----|-----|
| ➤ Been convicted of a crime or offence in any country (including any conviction which is now removed from official records)? | No | Yes |
| ➤ Been charged with any offence that is currently awaiting legal action? | No | Yes |
| ➤ Been acquitted of any criminal offence or other offence on the grounds of mental illness, insanity or unsoundness of mind? | No | Yes |
| ➤ Committed, or been involved in the commission of, war crimes or crimes against humanity or human rights? | No | Yes |
| ➤ Been involved in any activities that would represent a risk to national security? | No | Yes |
| ➤ Had any outstanding debts to the Indian Government or any public authority in India? | No | Yes |
| ➤ Served in a military force or state sponsored/private militia, undergone any military/paramilitary training, or been trained in weapons/explosives use? | No | Yes |

2. Please state how you meet the requirements of the post applied for or how you consider yourself suitable to the post (not more than 500 words; this among other things may provide information with regard to additional academic qualifications, additional work experience/ part time employment/ internships and relevant professional trainings)

3. The candidates may indicate information with regard to

- Research publications, reports and special reports
- Awards, scholarships and official appreciations
- Affiliation with professional bodies, institutions and societies
- Any other relevant information that may aid the in evaluating the application

Verification

I certify that the information given above is true, complete and correct to the best of my knowledge and belief.

Place:

Date:

(Signature of the applicant)

Consultant (IEC & Health Promotion)

Qualifications:

Essential:

Post Graduate in Mass Communication/ Social Sciences/ Management from a recognized institution/university.

Desirable:

- (a) At least 3 years of post-qualification work experience in advertising agency/advocacy /social development agency with hands on experience in campaign planning and/or management.
- (b) Experience of working in the government sector at national/state level.
- (c) Experience of working with tobacco control and NCD issues and knowledge about international/national tobacco control policies and health programs.

Knowledge and skills:

- a) Technical expertise in the areas of health promotion, planning and evaluation methodologies and capability to function collaboratively and productively in a multidisciplinary environment.
- b) Ability to represent the program in interactions with relevant stakeholders, civil society and other agencies.
- c) Knowledge and skills in the formulation of technical cooperation interventions and in the development of criteria for evaluating program interventions.
- d) Managerial skills for the development, implementation and analysis of technical cooperation programs and activities, including budget programming.
- e) Ability and willingness to travel extensively.
- f) Interpersonal and management skills with ability to work in a deadline-driven environment.
- g) Possess team working capability.
- h) Good command over MS-Office/internet and common software
- i) Good communication skills in English and Hindi, both written and verbal.

Job Description:

- To participate in the preparation of Situation Analysis and development of campaign, strategies for tobacco control advocacy to increase discourse and action among stakeholders.
- Develop, maintain and update advocacy and communication campaigns and associated work plan in accordance with agreed priorities of NTCP.
- To develop clear advocacy messages for each campaign issue. Prepare background communication and briefing materials for Ministry officials and other partners to promote campaign objectives.
- To ensure regular communication and coordination with state communication focal points on national campaign issues. Contribute to the development of state and district level capacity by coordinating state-specific campaign content to increase visibility and promote advocacy objectives.
- To ensure and enhance quality, consistency and appropriateness of state specific communication materials and activities. Ensure evidence based programming approach is appropriately reflected in the communication campaigns, work plan and products.

- To identify opportunities to strengthen the capacity of partners /state level stakeholders through appropriate communication training, access to up-to-date information and knowledge sharing.
- Campaign Management: Assist in the timely management of countrywide NTCP campaigns. Oversee campaign planning and implementation.
- Planning and monitoring of the use of campaign budgets. Approve and monitor the allocation, disbursement and liquidation of funds.
- To undertake field travel to initiate and follow-up on campaign implementation and partnerships.
- To undertake lessons learned review of successful and unsuccessful campaign experiences and share observations and findings with supervisor and stakeholder network so that best practices can benefit the communication network throughout the country.
- To undertake any other task and responsibility as assigned by the supervisor/focal points.

No. of Position: One

Remuneration: Rs. 60,000/- and commensurate with qualification/experience with provision for annual increment.

Period of contract: 1 year - extendable based on annual performance evaluation

Location: New Delhi

Consultant – Finance

Qualifications:

Essential:

MBA (Finance) / CA / ICWA from a reputed and recognized institution preferably with a degree in Commerce from a recognized University.

Desirable:

- a) Experience of at least 3 years preferably in Social Sector Government Sector.
- b) Exposure to financial management, government accounting, funds flow management, understanding utilization certificates.

Knowledge and skills:

- a. Knowledge and skills in the formulation of financial reports, analysis of the Statement of Expenditure and Utilization Certificates.
- b. Capability to function collaboratively and productively, in a multidisciplinary environment
- c. Ability to represent the organization in interactions with Central & State Government, and other stakeholders
- d. Track record of implementing innovative ideas and schemes in day to day working.
- e. Ability and willingness to travel extensively.
- f. Interpersonal and management skills with ability to work in a deadline-driven environment.
- g. Possess team working capability
- h. Good command over MS-Office/internet
- i. Good communication skills in English and Hindi, both written and verbal.

Job responsibility:

- The Finance Consultant will assist Public Health Division in Ministry of Health & Family Welfare/ National Tobacco Control Cell to give infrastructural support for handling Financial issues related to implementation of the National Tobacco Control Programme.
- To coordinate and facilitate the release of funds to the States and maintain centralised funds transfer database.
- To coordinate with the states for timely receipt of Audit reports and utilization certificates, examination thereof and obtaining compliance from respective States/UTs.
- To coordinate with NHM/PAO and oversee release, expenditure and unspent balance for release of funds of States/UTs for activities under NTCP.
- To do tracking / analysis of data relating to funds utilization, audited utilization certificates, trend of expenditure, pattern of utilization.

No. of Position: One

Remuneration: Rs. 60,000/- and commensurate with qualification/ experience with provision for annual increment.

Period of contract: 1 year and extendable based on annual performance evaluation.

Location: New Delhi

State Coordinator

Qualifications:

Essential:

- a) Post graduate or equivalent in Public Health or in Management or in Social Sciences or in related fields from a recognized institution/university.
- b) At least two years of work experience in the health and allied sector.

Desirable:

- a) Prior work experience in the government sector at national/ state level.
- b) Prior work experience in tobacco control issues would be given preference.

Knowledge and skills:

- a) Track record of implementing innovative ideas and schemes in day to day working.
- b) Capability to function collaboratively and productively in a multidisciplinary environment.
- c) Ability and willingness to travel extensively.
- d) Interpersonal and management skills with ability to work in a deadline-driven environment.
- e) Good command over MS-Office/internet
- f) Good communication skills in English and Hindi, both written and verbal.

Job Description:

- To provide technical support for planning and implementation of the National Tobacco Control Program in the states/districts.
- To support and monitor the tobacco control activities of the State Tobacco Control Cells and assist them in implementation of tobacco control laws.
- To assist and monitor the implementation of the District Tobacco Control Programs.
- To facilitate in setting up of the Tobacco Quitline/ Helpline and monitor the same.
- To facilitate in organising capacity building programmes for the staff under NTCP and review meetings.
- To collaborate with the Consultant Finance in the process of following-up with the states in respect of the Statement of Expenditure/ Utilization Certificates for the funds released under the NTCP.
- To undertake any other task and responsibility assigned by the supervisor/focal points.

No. of Position: One

Remuneration: Rs. 60,000/- and commensurate with qualification/ experience with provision for annual increment.

Period of contract: 1 year - extendable based on annual performance evaluation.

Location: New Delhi

Consultant (Monitoring, Evaluation and Research)

Qualifications:

Essential:

- a) Post graduate or equivalent in Public Health or in Management or in Social Sciences or in related fields from a recognized institution/university.
- b) At least 3 years of work experience in the health sector.

Desirable:

- a) Prior work experience in the government sector at national/ state level.
- b) Prior work experience in tobacco control issues would be given preference.

Knowledge and skills:

- a) Research expertise in applying quantitative and qualitative methodologies to document the outcomes/evaluation.
- b) Knowledge and skills in the formulation of technical interventions and criteria for evaluating program interventions.
- c) Managerial skills for the development, implementation and analysis of technical cooperation programs and activities.
- d) Interpersonal and management skills with ability to work in a deadline-driven environment.
- e) Good command over MS-Office/internet and other common software.
- f) Good communication skills in English and Hindi, both written and verbal.

Job Description:

- a) To collate and draft necessary information from various sources/ persons/ research documents in order to facilitate the tobacco control cell in timely response to the RTIs and Public Grievances
- b) To conduct research, based on primary and/or secondary data, in order to inform policy formulation and monitoring & evaluation of the National Tobacco Control Program.
- c) To provide technical as well as programme management support for planning and implementation of the National Tobacco Control Program including GYTS and GATS..
- d) To assist in setting up the online monitoring system and regular updation, information collections and analysis of the reports received through the online monitoring system.
- e) To support activities of the National Tobacco Control Cell for effective implementation of tobacco control laws and the National Program.
- f) To create data base for supporting tobacco control Policies/Program.
- g) To undertake any other task and responsibility as assigned by the supervisor/focal points.

No. of Position: One

Remuneration: Rs. 70,000/- and commensurate with qualification/ experience with provision for annual increment.

Period of contract: 1 year - extendable based on annual performance evaluation.

Location: New Delhi

Laboratory Consultant

Qualifications:

Essential:

(i) M.Sc. in Analytical Chemistry from recognized University with one years of relevant Lab/Research experience

OR

B.Sc in Analytical Chemistry from recognized University with three years of relevant Lab/Research experience.

(ii) Understanding of good laboratory practices and lab accreditation processes.

Desirable:

- (a) PhD in Chemistry.
- (b) Experience of imparting training in laboratory practices.

Knowledge and skills:

- a) Track record of implementing innovative ideas ad schemes in day to day working of laboratory.
- b) Capability to function collaboratively and productively in a multidisciplinary environment for setting up tobacco labs.
- c) Ability to represent the program in interactions with relevant stakeholders, civil society and other agencies in respect of establishing the tobacco product testing labs.
- d) Ability and willingness to travel extensively and liaison with the Apex labs and regional labs.
- e) Interpersonal and management skills with ability to work in a deadline-driven environment.
- f) Possess team working capability.
- g) Good command over MS-Office/internet and common software
- h) Good communication skills in English and Hindi, both written and verbal.

Job Description:

- a) To assist the focal points in the Ministry of Health & Family Welfare/Directorate General of Health Services (DGHS) in formulating guidelines /instructions for establishment of the laboratories for testing of tobacco products and Apex/ research lab as envisaged under National Tobacco Control Program and under Article 9 & 10 of WHO FCTC.
- b) To assist in the process of establishing tobacco labs by building capacity of existing labs, by facilitating the requisite procedures for the same.
- c) Assist the DGHS in drawing a road map of the functioning of the labs, including developing protocols for data collection, testing, sampling, reporting etc.
- d) To communicate/negotiate with the concerned laboratories for the establishment of the infrastructure in tobacco labs as per the requirement of the National Tobacco Control Program.
- e) To provide technical inputs for framing of Rules under Section 7 (5) and 11 of COTPA, 2003, related to testing of tobacco products for tar and nicotine.
- f) To identify/explore the possibility of capacity building of the existing labs for Air Quality and Bio Monitoring of nicotine in respect of the requirements under Tobacco Control Act, 2003 and National Tobacco Control Program.
- g) To assist/arrange the training of staff hired for the tobacco research and testing labs in consultation with relevant stakeholders.
- h) To undertake any other tasks and responsibilities assigned by the programme officers in Dte. GHS / MoHFW.

No. of Position: One

Remuneration: Rs. 70,000/- and commensurate with qualification/experience with provision for annual increment.

Period of contract: 1 year - extendable based on annual performance evaluation

Location: Delhi

Technical Assistant

Qualifications:

Essential:

- (a) Bachelors or equivalent from a recognized institution/University through a regular course.
- (b) Diploma in Computer Application

Desirable:

- (a) At least 3 years of professional experience in similar position.
- (b) Experience of working with the government sector at national/state level is desirable.

Knowledge and skills:

- Good time management and multi-tasking skills, with ability to work in a deadline-driven environment.
- Ability to demonstrate good interpersonal skills and team working capability with a high standard of personal conduct.
- Proficient knowledge of computers and good command over MS-Office/internet
- Possess team working capability.
- Good communication skills in English and Hindi, both written and verbal.

Job Description:

- To support and assist the Programme Division and Consultants in implementation of the National Tobacco Control Programme.
- To assist the Program Division in planning, implementation of the programme & follow-up with states in respect of Statement of Expenditure/Utilization Certificates for the funds released under NTCP.
- To assist the division in maintenance of resource material in the National Tobacco Control Cell.
- To facilitate the Program Division in sending communication/guidelines/IEC materials and other important documents to the States/Districts.
- Updation of the NTCP link in the MoHFW website.
- To undertake any other tasks and responsibilities assigned by the supervisor.
- To assist the programme division in proper documentation of the reports/letters and communications received from the states.

No. of Position: One

Remuneration: Rs. 40,000/- and commensurate with qualification/experience with provision for annual increment.

Period of contract: 1 year - extendable based on annual performance evaluation.

Location: New Delhi