

Terms of Reference
Consultant - Training and Coordination (NCD) (1 Post)

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

Roles and Responsibilities:

1. Work closely with the NPCDCS programme team to conduct a training needs assessment for the health workforce vis-a-vis the programme needs.
2. Develop a training strategy, in line with the programme needs.
3. Support and coordinate updating of training modules and dissemination to states.
4. Develop and implement innovative training methodology like E-Learning Package for wider dissemination of training materials.
5. Support states to prepare training plans and training calendar for NPCDCS in coordination with the training plans of the other related health programme.
6. Supervise trainings in states for quality and content and provide feedback for improvement as needed.
7. Develop tools for evaluation of training programmes and support the states in conducting training evaluations.
8. Compile and develop a comprehensive report on trainings at state level and suggest revisions as needed.
9. Review and comment on the training components included under NPCDCS under the draft State PIPs.
10. Additional technical roles (publications, studies, training and knowledge management) within assigned areas.
11. Undertake any other assignments, which may be assigned from time to time.

Essential qualification & experience:

- MBBS with MD Community Medicine/Community Health Administration/Public Health or equivalent.
- At Least 2 years experience after obtaining post graduate degree.
- Experience of working in a teaching/training institution or Public Health Programme at National /State level (Desirable).

Age limit: Upto 45 years. Retired Govt. /Public sector officer's upto the age of 62 years are eligible to apply.

Remuneration: 60,000-80,000 per month (consolidated).

Reporting Officer: Director (NCD), Ministry of Health and Family Welfare.

Place of posting: New Delhi.

Note:

- (i) The applicant should be conversant with the use of computers in words processing worksheets for data compilation, basic analysis, internet use and presentation.
- (ii) The applicant should be able to tour extensively for monitoring and supervision.
- (iii) Age Limit: As on Last date of receiving of applications.
- (iv) Tenure: Till 31-Mar-2017.
- (v) The remuneration shall be fixed in the range given, depending upon qualification and experience.

Note: The tenure is extendable as per rules and scheme guidelines as per preference and mutually agreed terms and conditions.

It is mandatory to mention Age, Year of Passing the Degrees, Current and Past Employment dates on your resume, without which applications will not be accepted.

Applications must reach **by 4 p.m. on 21-Feb-2016** by email to ncd.nhsrc@gmail.com or by post / by hand to HR Manager, NHSRC, NIHFWS Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067. **Please ensure to mention post applied for on the envelope (in post) and subject-line (in e-mail), without which applications will not be accepted.**