

Terms of reference
Senior Technical Officer for National Skills lab

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

Position Summary: Senior Technical Officer will be the overall incharge and coordinator for the five National “Daksh” skills lab being supported by the Maternal Health (MH) Division of MoHFW, GoI. She/he would be based at one of the National Skills Lab and will be responsible for providing overall leadership, technical guidance and administrative oversight for smooth functioning of the National Skills labs.

Senior Technical Officer will report to Deputy Commissioner (Maternal Health), MoHFW

Roles and Responsibilities:

The Senior Technical Officer, National Skills labs will be responsible for the following:

Overall leadership & Coordination:

- Provide leadership and oversight to all National Skills labs and ensure their effective functioning
- Liaise with MH division MoHFW, respective institutions where the National Skills labs have been established and state governments for optimal utilization of skill labs
- Work closely with the institutional heads and state government officials for preparation of annual training calendar for all National Skills labs
- Work closely with the institutional heads and skill lab trainers for preparation of plan for mentoring and supportive supervision visits
- Organize regular meetings of all the key stakeholders/ National Skills lab Technical Advisory Group on a quarterly basis to review the progress, operational challenges and deliberate on the next steps
- Encourage and plan for interdisciplinary use of National skills labs

Training:

- Coordinate with state government counterparts for mobilization of participants for 6 days/ Daksh trainings at the National Skills labs
- Act as a resource person during the Daksh trainings or Advanced Skills trainings scheduled at the National Skills labs
- Perform quality assurance of the trainings at the National Skills labs and ensure adherence to GoI protocols

Reporting and Record Keeping:

- Oversee maintenance and regular updation of database (procurement, training schedules, trainee database, mentoring visits, etc.) at all National Skills labs
- Supervise the collation and analysis of data including pre-post skill and knowledge assessments during trainings, skill assessments during SSVs, proportion of health workforce trained, deployment pattern of trained HR etc. and share the topline findings with MH division MoHFW and key state officials for necessary action
- Ensure timely submission of progress reports, training reports and data from all National Skills lab to MH division of MoHFW
- Oversee maintenance and regular updation of inventory and financial records at all National Skills labs

Technical:

- Periodically review the training schedule and Daksh learning resource package in consultation with the MH division and make necessary revisions as relevant
- Provide technical support to other states especially the high focus states for setting up and operationalization of skill labs
- Identify and develop concept note and M & E framework

Administrative:

- Prepare the annual budget for the National Skills labs and share with MoHFW, GoI for seeking grant-in-aid
- Monitor and assure appropriate standards of lab cleanliness, provide for equipment maintenance, repair and replacement as required
- Ensure timely procurement and regular supply of consumables to all National Skills labs

Supervisory:

- Act as a co-supervisor for the Daksh skill lab trainers along with the respective institutional heads
- Identify the learning/ training needs of Daksh skill lab trainers and create opportunities for their refresher trainings

Age Limit: 50 years below. Age can be relaxed for a suitable candidate.

Qualifications and Skills:

- MBBS with Master's degree in Obstetrics and Gynecology.
 - 7-8 years of experience of working in RMNCH+A programs.
 - Sound understanding of health systems and NHM financial management systems
 - Previous experience of working with skill labs is desirable
 - Experience of working with multiple stakeholders is desirable
 - Excellent coordination, communication, problem solving and analytical skills
 - Well versed with MS Office (Word, Excel, Power point and Access)
- * Meeting the registration requirements of the Medical Council**

Essential experience: Clinical field experience in maternal and newborn health.

Desirable experience: Experience of providing technical assistance /consultancy in RMNCH+A programme;

Communication Skills: Good interpersonal skills; confident communicator with the ability to communicate and train effectively; good facilitation and coaching skills; ability to work as a team member; excellent time management and organisational skills; strong motivation in work in a Government set-up; strong written and oral communication skills in English and Hindi; ability to work within a national programme team and communicate regularly with a variety of team members.

Computer Skills: Proficient in MS office including MS word, Excel & Power point presentation; Ability to maintain a basic database.

Remuneration Range: INR 120,000 to INR 150,000/- per month

Nature of appointment:

The appointment of the Senior Technical Officer will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable for further years on basis of performance. Regular Appraisal on quarterly basis.

Leave:

12days Sick leave per year. Any Sick leave extending more than 3 working days shall need to be justified with a Doctor's certificate.

15 days Annual leave non-cumulative, non-cashable.

Travel: The position demands the position holder to travel at least 30% of the employment duration.

To Apply: Candidates are requested to email the duly filled application form to rch.recruitment@nhsrcindia.org by 4 p.m. on 6-Jan-2017. The application form is available on the TOR which is uploaded on the NHSRC website. Application submitted in other format will not be accepted.