

Ministry of Health and Family Welfare
National Tobacco Control Programme

Recruitment of National and State Consultants under National Tobacco Control Programme (NTCP).

Tobacco is the foremost preventable cause of death and disease globally and leads to almost 10 lakh deaths annually in India. Tobacco is the risk factor for 6 out of 8 leading causes of death and is responsible for 30-50% of all cancers, heart and lung diseases. National Tobacco Control Program (NTCP) is under implementation in 21 states (covering 42 districts) all over the country to reduce the use of tobacco and protect the health of people from harm effects of tobacco and Second Hand Smoke.

Tobacco Control Cell, Ministry of Health & Family Welfare, Govt. of India invites applications from dynamic professionals in prescribed format (Annexure –I) for the following posts to take up the challenge of tobacco control at national level for effective implementation of tobacco control policies, anti tobacco law and NTCP:

1. Consultant (National Coordination) – National level
2. Consultant (IEC & Advocacy) – National level
3. State Consultant, Jharkhand
4. State Consultant, Uttarakhand

Detailed ToRs of the Posts may be seen at Annexure II-V.

Please apply in the prescribed format only at apply.ntcp@gmail.com , any other mode will not be accepted.

The Last date of receipt of application is 18th December, 2011.

Note: Hard copies alongwith all the supporting documents will be required at the time of interview.

National Tobacco Control Programme
Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi-110108

APPLICATION FORM

Post applied for : [Consultant (National Coordination)/ Consultant (IEC & Advocacy)/ State Consultant (Jharkhand)/ State Consultant (Uttarakhand)].

Name of the State: _____

1. Name of the Applicant: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Gender: M/F _____

5. Educational Qualifications:

S. No.	Academic/ Professional Qualification	Name of Institution	Board/ University	Course Duration / Yr. of passing out	Division/Grade/ %of Marks

5. Experience:

S. No.	Designation	Name of Institution/Employer	From -- To	Field of Experience	Salary drawn

6. Training/Short course attended:

7. Awards and/or Outstanding Achievements:

8. Contact Details:

a. Mailing Address:

b. Permanent Address:

c. Telephone Number: (Res) _____ (Mob) _____

d. Email -ID: _____

9. Undertaking:

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified / terminated from the service.

Date: _____

Place: _____

Signature of the Applicant

ToRs for Consultant (National Coordination) under National Tobacco Control Programme. Qualifications/job requirements are as follows:

Qualifications required:

Essential: Post graduate degree in Social Sciences, Management, Community Medicine, Public Health or related field from an accredited institution.

Desirable: (a) The applicant must possess minimum three- five years of exposure to the health and development sector, (b) Exposure to manage large scale public health programmes (c) Demonstrated experience of working with the government sector at national/state level. (d) Experience in tobacco control issues will 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 to represent the program in interactions with relevant stakeholders, civil society and other agencies.
- d) Ability and willingness to travel extensively.
- 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
- h) Good communication skills in English and Hindi, both written and verbal.

Perform expected duties under direct supervision of the Focal Points for Tobacco Control, MoHFW and WHO India Office.

Job Description:

- To provide technical support for planning and implementation of 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 implementation of District Tobacco Control Program in 42 districts covering 21 states under the National Program.

- To ensure quality and timely reporting from all states under National Tobacco Control Program.
- To assist the Program Division in follow-up of states in respect of Statement of Expenditure/Utilization Certificates for the funds released under NTCP.
- To undertake any other tasks and responsibilities assigned by the supervisor.

No. of Position: One

Remuneration: 45,000 – 55,000/- per month

Period of contract: 1 year

Location: Delhi

TORs for Consultant (IEC & Advocacy) under National Tobacco Control Programme, Ministry of Health & Family Welfare, Govt. of India.

Qualifications/job requirements are as follows:

Qualifications required:

Essential:

a). Post graduate degree in Mass Communication/ Social Sciences/ Management from a recognized institution/university.

Desirable:

- (a) The applicant must possess 3-5 years of exposure in advertising agency/advocacy /social development agency, with hands on experience in campaign planning and/or management.
- (b) Demonstrated experience of working with the government sector at national/state level.
- (c) Experience in tobacco control and NCD issues and knowledge about international/national tobacco control policies and health programs will be given preference.

Knowledge and skills:

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

Perform expected duties under direct supervision of the Focal Points for Tobacco Control, MoHFW and WHO India Office.

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. Campaigns are developed through close consultation and collaboration with supervisor and stakeholders, at state and national level using evidenced-based research and analysis of current data.
- 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. Oversee and work with colleagues to develop and produce advocacy and communication packages, including video, audio, photographs, briefing documents, feature stories etc.
- 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 enhances quality, consistency and appropriateness of state specific communication materials and activities. Ensures 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 monitor status and constraints and prepare reports for briefings/reviews. Oversee the implementation of campaigns based on agreed plans and track developments related to implementation at state and national level.
- 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 tasks and responsibilities as assigned by the supervisor/focal points.

No. of Position: One

Remuneration: 45,000 – 55,000/- per month

Period of contract: 1 year

Location: New Delhi

TORs for State Consultant (Jharkhand) under National Tobacco Control Programme, Ministry of Health & Family Welfare, Govt. of India.

Qualifications/job requirements are as follows:

Qualifications required:

Essential:

a). Post graduate degree in Public Health or related field or Social Sciences or Management from a recognized institution/university.

Desirable:

(a) The applicant must possess 3-5 years of exposure in the health sector. (b) Demonstrated experience of working with the government sector at national/state level. (c) Experience in tobacco control issues and knowledge about international/national tobacco control policies and health programs will be given preference.

Knowledge and skills:

- Technical expertise in the areas of health promotion, local participatory planning and capability to function collaboratively and productively in a multidisciplinary environment.
- Research expertise in applying quantitative and qualitative methodologies to document the outcomes.
- Track record of implementing innovative ideas and schemes in day to day working.
- Capability to function collaboratively and productively in a multidisciplinary environment.
- Ability to represent the program in interactions with relevant stakeholders, civil society and other agencies.
- Ability and willingness to travel extensively.
- Interpersonal and management skills with ability to work in a deadline-driven environment.
- Possess team working capability.
- Good command over MS-Office/internet
- Good communication skills in English and Hindi, both written and verbal.

Key Responsibilities and Duties:

- To provide technical as well as programme management support for planning and implementation of National Program for Tobacco Control at state/district level.
- To support and monitor the tobacco control activities of the State/District Tobacco Control Cell and assist in implementation of tobacco control laws.

- To facilitate training and advocacy programmes for civil societies, law enforcers, state health authorities, media and health professionals at state/district level.
- To coordinate in effective implementation of components of the National Tobacco Control Program.
- To ensure quality and monthly reporting of all the activities including utilization of resources undertaken by the State/District Tobacco Control Cell.
- To assist in preparation of quarterly and annual reports.
- To undertake any other tasks and responsibilities assigned by the supervisor.

The assignment will be for a fixed term of one year

Headquarter will be at the O/o State Nodal Officer/State Focal Point for Tobacco Control.

Remuneration: Rs. 40,000/- (Rupees Forty thousand only).

Job location : Jharkhand (Ranchi)

TORs for State Consultant (Uttarakhand) under National Tobacco Control Programme, Ministry of Health & Family Welfare, Govt. of India.

Qualifications/job requirements are as follows:

Qualifications required:

Essential:

a). Post graduate degree in Public Health or related field or Social Sciences or Management from a recognized institution/university.

Desirable:

(a) The applicant must possess 3-5 years of exposure in the health sector. (b) Demonstrated experience of working with the government sector at national/state level. (c) Experience in tobacco control issues and knowledge about international/national tobacco control policies and health programs will be given preference.

Knowledge and skills:

- Technical expertise in the areas of health promotion, local participatory planning and capability to function collaboratively and productively in a multidisciplinary environment.
- Research expertise in applying quantitative and qualitative methodologies to document the outcomes.
- Track record of implementing innovative ideas and schemes in day to day working.
- Capability to function collaboratively and productively in a multidisciplinary environment.
- Ability to represent the program in interactions with relevant stakeholders, civil society and other agencies.
- Ability and willingness to travel extensively.
- Interpersonal and management skills with ability to work in a deadline-driven environment.
- Possess team working capability.
- Good command over MS-Office/internet
- Good communication skills in English and Hindi, both written and verbal.

Key Responsibilities and Duties:

- To provide technical as well as programme management support for planning and implementation of National Program for Tobacco Control at state/district level.
- To support and monitor the tobacco control activities of the State/District Tobacco Control Cell and assist in implementation of tobacco control laws.

- To facilitate training and advocacy programmes for civil societies, law enforcers, state health authorities, media and health professionals at state/district level.
- To coordinate in effective implementation of components of the National Tobacco Control Program.
- To ensure quality and monthly reporting of all the activities including utilization of resources undertaken by the State/District Tobacco Control Cell.
- To assist in preparation of quarterly and annual reports.
- To undertake any other tasks and responsibilities assigned by the supervisor.

The assignment will be for a fixed term of one year

Headquarter will be at the O/o State Nodal Officer/State Focal Point for Tobacco Control.

Remuneration: Rs. 40,000/- (Rupees Forty thousand only).

Job location : Uttarakhand (Dehradun)