

Terms of Reference
Administrative and Finance Officer
(International Health Division)

National Health System Resource Center (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare invites applications from eligible candidates on contract basis for the suitable post.

Job Description:

- Dealing with General finance and admin issues / grievances of PoEs related to daily functioning, MoU, Operational issues, availability of land etc.
- Assist in day-to-day Coordination and planning with concerned Point of Entries
- Coordination within ministry, inter-ministerial for issues of PoEs.
- Maintenance of Expenditure status record and weekly updates.
- Record Keeping and Management
- Assist in reconciliation of Head wise expenditure with Budget Section.
- Assistance in arranging review meetings, conferences, meetings etc.
- Compilation and Preparation of periodic and annual reports from PoEs
- Ensure timely collection and compilation of data from all PoE Units
- Assist in developing relevant IEC material and other documents for PoEs.
- Assist in conducting Video Conferencing.
- Assist in data analysis and presentations.
- Organizing periodic training for PoE officers
- Coordinate with PoE units for updates and assistance in expenditure.
- Any other budget related activity/task assigned from time to time.
- Any other administrative office work as and when assigned by the senior officers

Educational Qualifications:

- Essential:
 - (i) MBA in Finance, from a recognized University or equivalent.
 - (ii) Working knowledge of MS Excel, MS Word.

Experience:

Essential: 2-4 years of relevant experience in Govt or Non-Govt bodies with experience in admin and finance related work or Budget planning of activities in any National Health Programme.

Age Limit: Not exceeding 40 Years

Remuneration: Rs. 55,692/- per month (consolidated).

No. of Position: One

Location: Delhi

Other Conditions: As per extant GOI/MOHFW instructions.

Period of contract: 1 year and extendable based on annual performance evaluation with an increase of 05% in remuneration.

How to apply: Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrccindia.org>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is **17th Jan 2023**.