

Terms of Reference
Training Manager – EIS Cell, MoHFW

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.

Position: 01

Roles and Responsibilities:

1. Assist in implementing epidemiology short and long-term training programmes and monitoring training activities.
2. Undertake situational analysis, evaluate training requirements and to draw methodologies for conducting /organizing training programs in NCDC as well as in States.
3. Facilitate and assist trainees in provision of training material, manuals/ guidelines and field activity during short term and long-term trainings.
4. Prepare training guidelines, training plans, training modules & manuals, device mechanism for monitoring of trainings impact.
5. Coordination/liason with teams across divisions and others stakeholders to identify training requirements on a periodic basis.
6. Compilation of periodical training reports as per program requirements (manpower & training status, budgets, performance evaluation etc.).
7. Coordinating with finance and procurement to ensure smooth implementation of training.
8. Understand the functions and technical requirements from the departments for implementation & prepare quantity & standard concept document, design documents, process flow & user manuals, design documents.

Essential qualification:

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1. MBBS

AND

2. MD PSM/ CM/ EIS/DPH/MPH

OR

3. MBA /Post-Graduate Diploma in Management from a recognized institution

Desirable

4. Prior experience with EIS programme
5. Proficient in computer applications
6. Good oral and written communication skills.

Experience (Years): Minimum three years of relevant experience in health or social sector for those with MBA /Post-Graduate Diploma in Management

Age limit: Not more than 55 years.

Remuneration Range: Rs 95,000 (Consolidated) per month.

Reporting Officer: Director, NCDC

Place of posting: EIS Cell, Epidemiology Division, NCDC Delhi.

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

How to apply: Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrcindia.org>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is **07-January-2025**.