

No.Z-28015/07/2021.E-II
Government of India
Department of Health & Family Welfare
Establishment-II

Nirman Bhawan, New Delhi
Dated the 16 March, 2021

CIRCULAR

Subject: Engagement of Senior Consultant in the Department of Health and Family Welfare on contract basis.

Department of Health and Family Welfare invites applications for engagement as Senior Consultant on contract basis. The consultant will be posted in the Department. Detailed Terms of Reference is enclosed.

2. Interested persons who are eligible and in a position to join immediately on call may submit their applications along with supporting documents, addressed to the "Under Secretary (Admn.), Room No.-330 'C-wing', Nirman Bhawan, New Delhi" through "CR Section, Gate No.- 6, Ground Floor, Nirman Bhawan, New Delhi" within two weeks of issue of this Circular.



(Amit Kumar)

Under Secretary to Government of India
Telefax: 23061323

Encl : ToR

1. NIC, MoHFW for publishing the circular in M/o of Health & FW's website.
2. E-office notice board.
3. Notice board

Terms of Reference for the Post of Sr. Consultant, HRH Cell, MoHFW

Position: Sr. Consultant (Public Health/Health System Strengthening)

The need is immediate and only candidates who can join at short notice may apply.

Statement of Duties:

- Assist in evaluation of various health programmes of the Govt. with a focus on enhancing healthcare delivery by adopting a system strengthening approach.
- Collaborate with stakeholders working on monitoring the COVID-19 pandemic in the country and suggest strategies to contain the spread of the pandemic.
- Work with cross-functional teams involved in testing, data collection and analysis at the Central and State Govt. level to strengthen the existing national emergency response mechanism and preparing for future pandemics.
- Develop concise briefs, reports and presentations on functional work streams being looked after by the Additional Secretary (Health).
- Coordinate with different Divisions of the Ministry to ensure-
 - Follow up on pending issues pertaining to Public Health, e-Health, CGHS, RNTCP and other related matters.
 - Work on all matters related to topics being looked after by Additional Secretary (Health).
 - Development of a functional Knowledge Management and Knowledge Sharing platform under Mission Karmayogi.
- Any other technical task as designated by the reporting officer.

Desired Qualification:

Competencies/ Skill sets required

A. Skills-

- Excellent interpersonal and communication skills;
- Excellent documentation and report compilation skills;
- Proficiency in MS Office applications.

B. Competencies-

- High level of cross-cultural sensitivity, good and clear understanding to community development trends and issues are highly desirable;
- Ability to multi-task, and deliver quality work on time;
- Ability to work closely with multiple parties/people and build trust relationships;
- Ability to navigate through organizational structures and staff and think independently, where needed;
- Ability to prioritize activities and goals on an on-going basis;
- Motivated and committed to the Government's healthcare priorities.

C. Qualification-

- Essential - Post Graduation (specialization in Health Management)
- Desirable - Professional and clinical qualification (preferably in medical, nursing or allied health streams)

D. Experience-

- Essential - 6-7 years of experience in relevant sector
- Desirable - Experience in providing technical support to government programs/ departments and previous clinical work experience in medical/nursing/allied health stream.

Compensation

The Sr. Consultant will be entitled to a consolidated salary of ₹90,000 to ₹1,20,000 depending on qualification and experience.

Contract Duration, Probation, Extension, Notice period

The contract will be valid for a period of one year and will be executed under the HRH and Mission Karmayogi Cell, Administration Division, MoHFW. The contract may be renewed based on requirement and consultant performance during the period.

Interested candidates may send their application in the prescribed format along with copies of educational and work-experience documents to Under Secretary (Admn), Ministry of Health and FW, Room No. 330-C, Nirman Bhawan, New Delhi within two weeks.