

Government of Nagaland
Directorate of Health & Family Welfare
Nagaland Health Project
Nagaland: Kohima

NO.NHP/ADMIN-II/2017(PF)

Dated Kohima; the 9th of July 2019

Advertisement

The Nagaland Health Project under Directorate of Health & Family Welfare, Government of Nagaland invites application from interested candidates to fill the following post purely on contractual basis. The project is an Externally Aided Project (EAP) being implemented in targeted site across 11 districts of Nagaland.

| Position | Minimum Educational Qualification | Number of post | Monthly remuneration |
|----------------------------|--|----------------|----------------------|
| Contract Management Expert | Bachelor degree in civil engineering | 1 | ₹ 60,000 |
| Finance Assistant | Bachelor degree in Commerce (Accountancy/ Finance). Preference will be given to candidates with post-graduation in Commerce (Accountancy / Finance) or PGDBM/ MBA Finance. | 2 | ₹ 40,000 |
| Data Analyst | Bachelor degree in Statistics, Development studies, Engineering, or Masters in Public Health with a formal qualification of monitoring and evaluation | 2 | ₹ 30,000 |
| Divisional Assistant | Master degree with diploma/certification in computer course | 1 | ₹ 25,000 |
| Field Demonstrator | Graduate degree in sociology, social-work, Public Health or Commerce (preference will be given to commerce background) | 6 | ₹ 25,000 |

Information:

1. Interested candidate may obtain the application form from Nagaland Health Project Office during office hour.
2. Commencement of sale of application form from July 9-16,2019
3. Deadline for submission of application July 20, 2019 12:00 noon

Sd/-
Project Director
Nagaland Health Project
Directorate of Health & Family Welfare
Kohima; Nagaland

Terms of Reference for Contract Management Expert

Place of posting: Kohima

Reporting Officer: Deputy Director procurement DHS, Nagaland

Monthly Remuneration: Rs.60,000/-

Contract Period: 1-year with possibility of renewal subject to satisfactory performance

Educational Qualification: Bachelor degree in – Engineering (Preference shall be given to civil engineering)

Experience: Minimum of at least five (5) years of experience in overseeing Goods, works and consultancy contract works in Government (Union or State) / Donor funded programs / private sector

Competencies:

1. Excellent writing and verbal communication skills.
2. Good strategic and analytical thinking.
3. Ability to work under tight deadlines.
4. Good organizational, interpersonal and problem-solving skills.
5. Ability to work independently as well as in a team.
6. Ability to arbitrate when dispute arises.

Job Responsibility:

1. Create a database of vendors/ consultants and systems for periodic review.
2. Assess each and every works contract packages by observing strict vigilance to avoid any possibility of time and budget overrun, in the event of any such possibility inform the reporting officer for further taking necessary action.
3. Record and forward complaints received during implementation of work to reporting officer. .
4. Handle issues related to contract enforcement, warranties, claims, etc.
5. Monitoring the performance and progress of the contracts. Review the monthly work program submitted by the contractor and track progress of work in the field.
6. Ensure that all works contracts adhere to Environment, Social, Health and Safety standards.
7. Assist in overall administration of the contracts including contract monitoring, payment processing, contract closure, and maintenance of all contract files. Advise the project for payments to contractors in accordance with agreed terms of payment, including tracking of pending payments.
8. Identify operational gaps in contract administration procedures and recommend improvements to existing processes, best practice, tools, and systems to achieve operational efficiency
9. Support the PMU in developing mechanisms for accurately estimating the annual contract award and disbursement targets
10. Compile and report contract statistics as agreed with the project and the World Bank.
11. Advice regarding time schedule of ongoing work contracts and generate alerts for potential delays and suggest remedial measures as and when required.
12. Monitor and verify all work contracts.
13. Coordinate with contractors to ensure smooth flow of the contractual works.
14. Maintain all contract-related documents in a systematic fashion.
15. Any other tasks related to the contracts as per requirements of the project

Terms of Reference for Finance Assistant

Place of posting: Kohima

Reporting Officer: Project Director, Nagaland Health Project

Monthly Remuneration: Rs.40,000/- [based on qualification and experience]

Contract Period: 1-years with possibility of renewal subject to satisfactory performance

Educational Qualification: Graduate in Commerce (Accountancy/ Finance). Preference will be given to candidates with post-graduation in Commerce (Accountancy / Finance) or PGDBM/ MBA Finance.

Experience: Minimum Three (3) years of Accounting experience in Government (Union or State) / Donor funded programs / NGO.

Competencies:

1. Maintenance of books of accounts in computerized environment.
2. Ability to work under tight deadlines.
3. Good organizational, interpersonal and problem-solving skills.
4. Ability to work independently as well as in a team.
5. Excellent reading, writing and verbal communication skills of English and local language is essential.
6. Should be competent in tally accounting software (ERP 9.0).
7. Not more than 40 years of age.

Job Responsibilities:

1. Prepare and maintain relevant books of accounts.
2. Prepare monthly reconciliation of bank statements.
3. Send monthly ledger statement, IUFR and general queries to the Finance Officer and Additional Project Director by the 5th of every month.
4. Processing payroll and submit monthly tax filings to Treasury and Accounts Department by expected due dates.
5. Manage the office petty cash.
6. Ensure payment requests are properly supported and are in accordance with relevant financial rules, regulations and procedures with adequate Budget Provisions.
7. Process for the signature of the authorized officers, the relevant documentations to effect payment while ensuring accuracy and completeness of the processed transactions.
8. Maintain relevant hard and electronic records and files related to the finance function.
9. Acknowledge, bank and account for receipts.
10. Participate in the preparation of both monthly and other regular financial reports.
11. Support annual field audit preparation
12. Perform any other duties as assigned by management.
13. Receive and process payment claims as authorized, including preparing cheques, maintaining the Cash Book, and disbursing payments to vendors
14. Provide financial reports to the management as and when needed.
15. Review bills/ invoices submitted by project vendors, Civil work contractors consultants.
16. Enter accounting data in tally accounting system.
17. Assist PMU in Sanction and Release of funds to DPMU and Health Facilities.
18. Monitor and review quarterly expenditure reports submitted by DPMU and Health Facilities.
19. Assist in the preparation and submission of reimbursement claims (IUFRs).
20. Assist in the preparation of Financial Reports & financial statements for submission to Auditor (AG) and facilitate audit.
21. Liaise with CA Audit firm to facilitate audit of PMU, DPMUs and Health facilities.
22. Visit DPMU and Health Facilities for accounting reviews and provide training to DPMU and health facility Staff.
23. Tracking of action taken by PMU, DPMU and Health facilities on the audit observations reported by CA Audit Firm and State AG in the audit reports.

Terms of Reference for Data Analyst

Place of posting: Kohima

Reporting Officer: M&E officer , Nagaland Health Project

Monthly Remuneration: Rs.30,000/-

Contract Period: 1-years with possibility of renewal subject to satisfactory performance

Educational Qualification: Bachelor degree in Statistics, computer application.

Experience: Minimum two (2) years of experience data entry, data analysis and report writing

Competencies:

1. Advanced computer skills in spreadsheet , Word processing, Database management, r other statistical packages
2. Excellent writing and verbal communication skills.
3. Good strategic and analytical thinking and ability to interpret public health and/or epidemiological data demonstrated through reports, needs assessment, situation analysis reports

Job Responsibility:

1. Participate in strengthening existing Monitoring & Evaluation system for the Nagaland Health project.
2. Liaison with M&E officers under Directorate of health , National health mission, vertical health programs.
3. Support in preparing , monthly, quarterly, semi-annual and annual programmatic performance reports.
4. Digitizing all Monitoring & Evaluation relevant reports[this is already out sourced to consultancy firm!).
5. Ensuring accuracy of entered data and comparing it with the existing filing system to make sure all records are consistent and aligned.
6. Support in the review and checking of data generated being in line with the M&E reporting requirements. Support the analysis of data in line with the M&E tools.
7. Provide guidance and support to consultants in the development and implementation of monitoring tools, which will include, but not be limited to, data collection, analysis and reporting on project indicators;
8. Participate in the training of health staff in monitoring of activities based on indicators and targets set out in the PDO indicators;
9. Support the coordination and execution of events in the department such as, organizational project learning by developing, collecting and disseminating relevant information on monitoring, evaluation and research.
10. Making field visits – 10 days a month for field verifications and validation of data.

Terms of Reference for Field Demonstrators

Place of posting: District level

Reporting to: District Facilitator, Nagaland Health Project

Monthly Remuneration: Rs.25,000/-

Contract Period: 1-years with possibility of renewal subject to satisfactory performance

Educational Qualification: Graduate degree in sociology, social-work, Public Health or Commerce (preference will be given to candidates with accounting knowledge / commerce background)

Experience: Minimum one year of working directly with communities on community-based projects

Competencies:

1. Advanced computer skills in Excel, Word processing.
2. Excellent writing and verbal communication skills.
3. Proficiency in written and spoken Nagamese/local dialect
4. Ability to work under tight deadlines.
5. Ability to work independently as well as in a team.

Job Responsibilities:

1. Prepare and maintain a list of village health committees and health centre management committees in the target area, including contact details of key committee members
2. Mobilize all committee members, key village council members, women's groups and health centre staff to attend the initial capacity building on the project and the results based incentive strategy
3. Along with the district facilitators, train/build capacities of these stakeholders on various themes, such as, the roles and responsibilities of the committee members, health and nutrition issues and challenges in the community, development of action plans for health, monitoring results, maintaining records etc. The themes will be defined by the SPMU.
4. Facilitate organization of committee meetings, as required, and support them in:
 - formally constituting the committee as per guidelines
 - collecting information on the status of key health and nutrition indicators in their catchment area
 - developing action plans to address the gaps identified
 - opening a project bank account
 - engagement of the village council (VC) in this process
5. Ensure committees and health centre staff have a clear understanding of the results based incentive strategy – that is, building capacity to ensure committees and the VC understand that unless they achieve the required preconditions and results, they will not receive any financial incentive.
6. Give hand-holding support to the committees in implementing their six monthly action plans and achieving desired results, which will require ongoing capacity building and guidance to the committees
7. Review progress made by committees on their action plan and monitor validity of the reported results.
8. Provide technical support (that include hands on training) to the committees in maintenance of books of accounts / accounting records.

Terms of Reference for Divisional Assistant

Place of posting: Kohima

Reporting Officer: Additional Project Director, Nagaland Health Project

Monthly Remuneration: Rs.25,000/-

Contract Period: 1-years with possibility of renewal subject to satisfactory performance

Educational Qualification: Master degree with diploma/certification in computer course.

Experience: Minimum One (1) years of experience in working in Government (Union or State) / Donor funded programs / NGO.

Competencies:

1. Advanced computer skills in Excel, Word processing.
2. Excellent writing and verbal communication skills.
3. Ability to work under tight deadlines.
4. Ability to work independently as well as in a team.

Job Description

1. Assist project staff to plan and execute logistical operations, including planning and coordinating meetings and special seminars;
2. Assist in preparing brochures, periodic reports, and articles on grant programs, and reports, speeches and presentations for lectures and special events, as and when required.
3. Manage all office correspondence and filing, equipment and storeroom
4. Organize logistical and travel arrangements for staff and visitors for monitoring and supervisory visit across the state
5. Assist Finance in filing and update the travel claim table
6. Backstops Programme Assistants in follow ups, liaising with travel agents for itineraries and DA/TA calculations for clearance
7. Provide administrative support for preparation of reports and agreements
8. Apply computer packages -Data entry, Word processing, Spreadsheets Human Resources
9. Maintain communication tree for PMU and PMA
10. Assist the Supervisor in the organization and preparation of special meetings and take minutes/notes
11. Assist in invoice registration Including any other duties as assigned by supervisors

CORRIGENDUM

With reference to the Nagaland Health Project Advertisement No.NHP/ADMIN-II/2017(pf)/3219 dated 8/07/2019, the following corrigendum/addendum shall be made as mentioned below:

Educational Qualification

Contract Management Expert : Minimum educational qualification of Engineering degree (preference shall be given to civil engineering).

Data Analyst: Minimum educational qualification of bachelor degree in Statistics, Computer application and not as rendered earlier.

Application forms and detailed terms of reference can be downloaded from <https://nagalandhealthproject.blogspot.com> or obtained from the office of the Nagaland Health Project during office hours.

The other terms and condition of the advertisement remains the same.

Sd/-

(PROJECT DIRECTOR)
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