

## Job Description

### District Planning Coordinator

Approved

Name of the Position	<b>District Planning Coordinator</b>
Location	One in each <u>District Health Society</u> - Araria, Arwal, Banka, Begusarai, Bhagalpur, Darbhanga, Gopalganj, Jamui, Kaimur, Katihar, Madhubani, Muzaffarpur, Nalanda, Nawada, Purnia, Saharsa, Sitamarhi & Vaishali
No. of Vacancies : 18(Eighteen)	
<b>Maximum Age :</b> Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male & Female)- 40, SC/ST (Male & Female) – 42. 10 years relaxation in age will be admissible to Divine Body applicant.	
<b>Eligibility Criteria</b>	
<b>Essential:</b> <b>Qualification:</b> <ul style="list-style-type: none"><li>• <b>MBA (two years Full Time)</b> with specialization in Rural Development/ Rural Management /Hospital Management/ Hospital Administration/ HealthCare Management from any recognized university/ institute. OR</li><li>• <b>PG Diploma (two years Full Time)</b> with specialization in Rural Management /Hospital &amp; Health Management from any recognized university/ institute. OR</li><li>• <b>MA (2 Years Full Time)</b> in Rural Development from any recognized university/ institute. OR</li><li>• <b>Masters of Social Work (M.SW) ( Full Time)</b> from any recognized university/ institute.</li></ul>	
<b>Key Competencies:</b> <ul style="list-style-type: none"><li>• Excellent communication skills (both written and verbal) in English, presentation skills and interpersonal abilities. Working knowledge of Hindi also desirable.</li><li>• Demonstrated ability to work in a multi-disciplinary team environment.</li><li>• Demonstrated experience in operationalising health monitoring &amp; evaluation program at field level/ Working in strengthening district level health systems.</li><li>• Familiarity with national health programs, health indicators and health policy.</li><li>• Timely communication, reporting, filing and documentation.</li><li>• Understanding of Government data systems.</li><li>• Knowledge of dealing with files, Noting, minutes of meeting, Letter drafting etc.</li><li>• Efficient skills to manage people, liaise with stake holders and development partners.</li></ul>	
<b>Purpose of Assignment:</b> To coordinate with state and other stakeholders for decentralized planning & strengthening health systems.	
<b>Summary of Roles and Responsibilities :</b> <ul style="list-style-type: none"><li>• Coordinate with the state on behalf of the district for decentralized planning &amp; strengthening health systems in the poor performing blocks.</li><li>• Coordinate with the state on behalf of the district for HR related activities.</li><li>• Support the DHS in preparation of the annual plan based on village level planning. Sensitization of the district and block authorities on the health issues involving the district and also</li></ul>	

A. K. Singh  
18/9/2020

Sehita Barua  
19/09/2020

D. Singh

dissemination of the district action plan at the micro level.

- Coordinate with the DHS, Civil Surgeon and other health officials in the district on behalf of the state on implementation of the programs.
- Work in close consultation with development partners, NGOs, other government departments such as PRIs etc to explore possibility for a partnership.
- Build capacities at district level for making health plans and for appraisal of plans.
- Co-ordinate periodic review and analysis of data received from district and block levels, including validation as appropriate.
- Support district level processes for health systems strengthening, including bottleneck/gap & resources analysis and, based on findings, support the development of District RMNCH+A action plans.
- Identify capacity gaps and facilitate on-the-job capacity-building of RMNCH+A and related service providers at various levels.
- Co-ordinate supportive supervision and concurrent monitoring initiatives, and undertake field monitoring to districts, as and when required.
- Assist in supporting the district for rapid expansion of institutional capacities and getting the same included in the states action plan.
- Undertake studies, budgeting and financial planning for the poor performing blocks in the districts and suggest remedial action plan for improvement.
- Provide technical assistance for implementation of the NHM and its goals in district, as may be agreed upon from time to time with State Health Society.
- Constitute district, block & village planning teams. Organize planning related workshops at all levels.
- Ensure weekly reporting to Planning Cell, SHSB.
- To ensure that the DHS shall, within 15 days of issue of state's district annual allocations and budgeting guidelines, issue health facility wise annual and quarterly allocations and guidelines.
- Ensure uploading on the DHS website DHAP, State's annual district allocation, district's facility wise allocation and budgeting guidelines.
- Ensure timely initiation of planning exercise for subsequent financial year in consultation with Planning cell, SHSB.
- Ensure timely submission of VHAP, BHAP to District Health Society and DHAP to SHSB.
- To perform any other task given by Civil Surgeon/ District Magistrate/ State Health Society, Bihar.

**Remuneration/Compensation**

Consolidated remuneration of Rs.20,000/- shall be paid per month.

*Akaysh*  
18/9/2020

*Rohita Saini*  
19/09/2020

*Deepsh*