



# State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



## Inviting applications for positions at State Health Society, Bihar

With an objective of strengthening the technical and management capacity of the Directorate of Medical & Health Services in Bihar, State Health Society has been established. The objectives also include assisting the Districts Health Societies by various means including through recruitment of individual / institutional experts from the open market and mobilize financial / non-financial resources for complementing/supplementing the NRHM activities in the State.

The Society guides its functionaries towards Receiving, managing (including disbursement to implementing agencies e.g. Directorate, of Medical & Public Health District Societies, NGOs etc.) and account for the funds received from the Ministry of Health & Family Welfare, Government of India.

For its proper functioning, SHS invites applications from suitable career oriented professionals for the following post:

**1. Position: Additional Director – Finance**

**Reporting to Executive Director, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – On deputation

The position will be filled by hiring existing Government employee not below rank of Joint Secretary level on deputation only. Existing Government employee interested for the position may apply through proper channel.

**2. Position: Deputy Director – Administration**

**Reporting to Executive Director, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – On deputation

The position will be filled by hiring existing Government employee not below rank of Under Secretary level on deputation only. Existing Government employee interested for the position may apply through proper channel.

**3. Position: State Programme Officer – Routine Immunization & Polio**

**Reporting to Executive Director, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

State Programme Officer – RI & Polio besides the immunization programme will also be responsible for coordinating and supervising the social mobilization and communication activities that focus on attitude and behavior change with regard to the polio eradication and routine immunization. He / she needs to work in close consultation with development partners and NGOs, District health authorities, Chief medical officers, District Magistrates, District Immunization Officers etc.. His/her duties include coordination with and providing support to concerned officials in planning (e.g. preparation of annual plans), district/block level micro-planning, implementation, using data for action and concurrent review of the immunization program, with the aim of improving coverage.

Candidate is required to have an advanced degree in medicine or public health preferably from reputed public health institutes such as IIMR, Jaipur along with 7 yrs of relevant experience at middle management level. Background in social sciences/communication and management of human resources will be an asset including experience in communication strategy/materials development in health and related areas. Excellent interpersonal communication skills and ability to work with many partners is necessary. Computer skill (word-processing/spreadsheets/database) is also desirable. Candidates worked with international agencies will be preferred.

Medical Professionals in Govt. service willing to serve state health society on deputation may also apply through proper channel.

#### **4. Position: Deputy Director – Maternal & Child Health**

**Reporting to Executive Director, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director – Maternal & Child Health will be responsible for providing support to concerned officials in planning (e.g. preparation of annual plans) district/block level micro-planning, implementation, using data for action and concurrent review of the child health, institutional delivery with the aim of improving coverage. Also needs to serve as technical resource and provide need-based technical assistance and support. Besides, he/she is required to provide strategic inputs for different health activities especially in the field of child health and institutional delivery.

An advanced degree in medicine or public health preferably from reputed public health institutes such as IIMR, Jaipur is required along with 5 yrs of relevant experience at middle management level with a broad understanding in the field of maternal and child health, sexual and reproductive health. He/she must have highly developed writing, drafting, and oral presentation skills as well as a demonstrated capacity to perform operational research.

The candidate applying for the post must be comfortable working in collaborative environment with many partners and stakeholders.

**5. Position: Deputy Director – Family Planning  
Reporting to Executive Director, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director – Family Planning will be responsible for providing support to concerned officials in planning (e.g. preparation of annual plans) district/block level micro-planning, implementation, using data for action and concurrent review of the Family Planning issues. Also responsible for providing strategic inputs for different health activities especially in the field of family planning. Coordinate and establish dialogue with related departments for enhanced inter-sectoral coordination at all levels will also be his/her responsibility. Besides, he/she needs to provide strategic inputs for different health activities especially in the field of family planning

An advanced degree in medicine or public health preferably from reputed public health institutes such as IIMR, Jaipur is required along with 5 yrs of relevant experience at middle management level with a broad understanding in the field of maternal and child health, sexual and reproductive health. He/she must have highly developed writing, drafting, and oral presentation skills as well as a demonstrated capacity to perform operational research.

The candidate applying for the post must be comfortable working in collaborative environment with many partners and stakeholders.

**6. Position: Deputy Director – Training  
Reporting to Executive Director, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director - Training will be responsible for overall assessment, implementation, supervision and management of all activities of capacity building and close interaction with other programs. Assessment of capacity building needs including action plan for each cluster of SHS in consultation with the Executive Director, Bihar will be his/her prime responsibility. His/her responsibility includes Identification of resource persons / organization, develop training modules for functionaries at a grassroots level, prepare training curriculum for various functionaries, prepare orientation, refresher, backlog trainings calendar for all outreach staff.

Conduct monitoring visits in rural areas to assess the impact of trainings and need for mid term modifications in the training curriculum.

The candidate should possess Post graduate qualification from a reputed institute like XISS, TISS, IRMA, IIMR in Rural Management/RD/MSW or allied streams along with at least 5 years work experience in Health sector with emphasis on training/capacity building. Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies etc is also required. Good management, workshop facilitation, moderation and negotiation skills are absolutely essential.

**7. Position: Deputy Director – Procurement.**

**Reporting to Executive Director, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director – Procurement will be responsible for carrying out timely procurement of various drugs, equipments and services ensuring high quality/value for money by adhering to the procurement guidelines and also prepare the procurement plan for the society and monitor/update the same regularly. Coordinate with procurement agents during entire procurement cycle, monitor pre and post-shipment inspections, and ensure contract management, including timely supply of goods, release of payment, inventory management, end-use and maintenance of assets will be his/her responsibility. He/she needs to Invite and evaluate Expressions of Interest (EOI) and finalize shortlists. Preparing requests for Proposals (RFP) as per agreed timelines, issue RFP documents to short listed consultants, respond to queries, coordinate pre-proposal conferences, etc will also be the responsibility of Deputy Director – Procurement.

Candidates applying for the position should have a qualification in Pharmacy/ Material management/Logistics from reputed institutions along with at least 5 years work experience at middle management level in handling procurement of medicines, surgical equipments/drugs etc in reputed organization concerning health. He/She must be familiar with the Govt. rules with respect to procurement. Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies etc and Good knowledge of computers (MS office) is essential for this position.

**8. Position: Deputy Director – Monitoring & Evaluation**

**Reporting to Executive Director, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director – Monitoring & Evaluation will be responsible for supporting in overall monitoring of Program related activities including design, development, and implementation of data collection tools and information systems and provide feedback for policy and management at society level. He/she will also support process and impact monitoring of IEC materials, and other initiatives taken by State Health society, undertakes field visits to project areas for monitoring of project activities and prepares routine reports on results of visits and project progress. Develop Presentations; generate tables, graphs and relevant statistical data for technical review and monitoring purposes will also be his/her responsibility.

The candidate having Post graduation qualification from a reputed institute like XISS, TISS, IRMA, IIMR in Public Health/RD/MSW or allied streams with at least 5 years of relevant experience at middle management level can apply. Work experience in Government or Public Sector will be preferable.

**9. Position: Assistant Director – Logistic**

**Reporting to Executive Director, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director – Logistic will be responsible for all logistics and coordination support to SHS staff for organizing special events for promotion of programme related activities. He/she needs to provide logistics support to conduct meetings, seminars, workshops, training etc and to Develop IEC distribution plan for prompt delivery. Besides, Assistant Director – Logistic is expected to supervise off loading of IEC coming from supplies and loading of the same for distribution / delivery to the consignees in the districts / blocks and follows up of the same for timely delivery of the IEC.

Candidate having master degree / supply chain management with at least 5 years of relevant experience at supervisory level can apply. Work experience in Government or Public Sector at supervisory level will be preferable. Candidate must be experienced in inventory management having Strong Analytical, organizational, written and oral communication and basic accounting skills.

**General Condition:**

1. Maximum age limit 45 yrs. for all the post. (Age limit for person applying For Dy. Director-Administration / Finance is 60 yrs)
2. Experience (if any) in specific field related with field of specialization may also be indicated in application.
3. Contract Period – The recruitment will be on contract basis for a period of 1 yr which may be extended further on the evaluation of performance & conduct of the consultant.
4. For positions under serial number 1 & 2 monthly salary will be as per Government rules.

5. Salary range for position under serial number 3 is Rs. 30,000 – 33,000 /-PM and for positions under serial number 4 - 8 salary will be Rs.26,000/-. For position under serial no.9 salary will be Rs. 20,000/- PM. **However, Salary would not be a constraint for appropriate candidates.**
6. Candidates short listed on the basis of educational qualification & experience will be called for interview.
7. No TA/DA will be given for attending the interview for any position.
8. Complete detailed C.V. & application must be sent to Executive Director, State Health Society, Bihar, Parivar Kalyan Bhawan, Sheikhpura, Patna 800014 by speed/registered post on or before 07.12.2009. **The name of the post applied for must be mentioned on the top of the envelope.**

**For detailed information please visit [www.statehealthsocietybihar.org](http://www.statehealthsocietybihar.org).**

Details of short listed candidates who would be invited for selection/interview will be displayed on the above mentioned website.

Last date of submission of form is 07.12.2009.

Forms should be sent in prescribed format available on the website mentioned above clearly mentioning the position applied. Forms sent in other than format prescribed will not be accepted.

**Prescribed formats can also be sent directly to [hr.shsbihar@gmail.com](mailto:hr.shsbihar@gmail.com) clearly mentioning the post applied in the subject line.**

For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted during office hours (10.00 – 17.00 hrs) on Ph. No. 0612-2281545/2285674

**Executive Director  
State Health Society Bihar**

## Application Format

<i>Application for the post of</i>				
Name				
Father's/ Husband's Name				
Date of Birth				
Age (as on 07.12.2009)				
Marital Status				
Nationality				
Present Address				
Permanent Address				
Contact Number				
E-mail				
<b><i>Academic background (Starting from highest)</i></b>				
SN	Qualification	School/Institute/University	Year of passing	Percentage of Marks/ grades obtained (if any)
1				
2				
3				
4				
<b><i>Trainings and workshops attended</i></b>				
SN	Topic	Institution/Organization	Year	Objective of the training/workshop
1				
2				
3				
4				

<b><i>Work Experience (starting from the latest)</i></b>		
Experience 1	From	
	To	
	Name of the Organization with its brief profile	
	Designation held	
	Brief profile of the responsibilities held	
Experience 2	From	
	To	
	Name of the Organization with its brief profile	
	Designation held	
	Brief profile of the responsibilities held	
Experience 3	From	
	To	
	Name of the Organization with its brief profile	
	Designation held	
	Brief profile of the responsibilities held	
<b><i>Any other information that the candidate would like to give in support of his/her candidature</i></b>		

Signature

***Note: The candidate may use additional paper if required.***