



# State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



## Inviting applications for positions at Regional Programme Management Unit (RPMU)

In order to oversee proper and qualitative implementation of National Rural Health Mission (NRHM) in the districts, a Regional Programme Management Unit is being established at the divisional headquarter and districts which will be manned by Regional Programme Manager, Regional Accounts Manager and Regional M & E Officer.

For its proper functioning, State Health Society, Bihar invites applications from suitable career oriented professionals for the following post:

Sl. No.	Name of the posts	No. of Vacancy	Salary (PM) in Rs.
1.	Regional Programme Manager	(09) Unreserved - 05 EBC - 02 SC - 01 BC - 01	43,000/-
2.	Regional Accounts Manager	(09) Unreserved - 05 EBC - 02 SC - 01 BC - 01	35,000/-
3.	Regional Monitoring & Evaluation Officer	(09) Unreserved - 05 EBC - 02 SC - 01 BC - 01	30,000/-

### General Conditions:

1. Maximum age limit 45 years.
2. Specific work experience in relevant field may be indicated in application.
3. The recruitment will be on contract basis for a period of 3 years which may be renewed every year based on performance & conduct of the consultant.
4. Application fees for the post mentioned above is Rs.500/- for applicants under General category, fee for OBC and SC/ST candidates would be Rs. 300/- and 250/- respectively for each of the positions.
5. **No application will be accepted without submission of application fee.**
6. Original Bank Draft (Application Fee) drawn on any nationalized bank and payable at **Patna** favoring "**State Health Society, Bihar**" should be sent along with application form/separately to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014.
7. Candidates applying through email should mention the details of the Bank Draft in the appropriate place in the application format and may send the bank draft through speed post only at the above mentioned address.
8. Only short listed candidates will be called for interview.
9. No TA/DA will be given for attending the interview for any position.
10. The society reserves the right to cancel any or all the positions mentioned above.
11. Application in the prescribed format and complete in all respect must be sent to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014 containing self attested photocopies of certificate and testimonials in sealed envelope by speed/registered post on or before **07/07/2010 at 5 PM. The name of the post applied for must be mentioned on the top of the envelope.**
12. Applications in the prescribed format can also be emailed at [hr.shsbihar@gmail.com](mailto:hr.shsbihar@gmail.com) clearly mentioning the post applied in the subject line.
13. The **ToR**, qualifications/ experience/ emoluments of above positions and **application form** available on the website of the State Health Society, Bihar ( [www.statehealthsocietybihar.org](http://www.statehealthsocietybihar.org) ).

Details of short listed candidates who would be invited for selection/interview will be displayed on the website: [www.statehealthsocietybihar.org](http://www.statehealthsocietybihar.org)

Last date of submission of form along with fee is **07/07/2010 at 5 PM.**

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

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

**Executive Director  
State Health Society Bihar**

**State Health Society, Bihar**  
**Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014**

**Inviting applications for position – Regional Programme Management Unit**

State Health Society, Bihar under National Rural Health Mission invites applications for positions at Regional Programme Management Unit on contract Basis. The details of position and essential qualifications are as under:

**1. Position: Regional Programme Manager.**

**Reporting to Executive Director, SHSB & Additional Director – Planning, Monitoring & Evaluation, State Health Society, Bihar, Regional Deputy Director, Health.**

Place of Posting – Regional Headquarter/Districts

No. of Position – 9 (1 position for each region)

Category – Open

**Roles and Responsibilities:**

1. Provide technical and managerial assistance for implementation of the NRHM and its goals in the districts falling under that region, as may be agreed upon from time to time with State Health Society.
2. Assist the ED, SHSB in all the matters relating to overall management of human and financial resources under the package of NRHM in the region.
3. Set up and manage regional programme management unit.
4. Analyze financial and physical progress report of all the districts in the region and take corrective measures for improving output.
5. Submit regional reports and organize regional meetings for reviewing the NRHM programme in the districts.
6. Support and guide District Programme Management unit of the concerned districts in the region in matters related to expenditure, releasing grant, preparation of budget etc for overall control of financial matters.
7. Provide necessary support to technical consultant appointed at state and field level during their field visit in their region.
8. Identify the cause of any unreasonable delay in the achievement of milestones or in the release of funds and propose corrective action.
9. Regular follow up of the programs and report to concerned authority accordingly. Ensure participation of Government authorities, development partners in the process to develop operational plans and strategies, monitoring the implementation process and progress.
10. Ensure Preparation of annual action plan for District under NRHM and ensure that proposed activities are implemented timely and as per the prescribed process.
11. Documentation of the best practices/success stories.
12. Undertake studies & budgeting and financial planning as required by the low performing districts of the region.
13. Undertake field visits in the districts falling under that region.
14. Undertake any other duties assigned to him by ED - SHSB and his team.

### **Qualification & Experience:**

- Post graduation or higher qualification from AICTE recognized institute in Public health / Community health/ Social Sciences /Social Welfare/ Social Work/ Rural Development/ Rural Management
- At least 3 years of relevant work experience in any Health Systems areas – HR, HMIS, Planning etc preferably with government/NRHM set up.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi also desirable.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health programme at field level / working in strengthening district level health systems.
- Existing District Programme Managers under NRHM may also apply.

### **2. Position: Regional Accounts Manager**

**Reporting to Executive Director SHSB, Additional Director – Finance, SHSB and RPM and RDD at RPMU Level**

Place of Posting – Regional Headquarter / District

No. of Position – 9 (1 position for each region)

Category – Open

### **Roles & Responsibilities:**

1. Periodic auditing/checking of accounts maintained by district health society / health facilities within the region and take remedial measures for proper maintenance of accounting system. Carry out regular internal checks and coordinate with external auditors and AG/CAG for meeting audit requirements and submit audit reports as required annually.
2. To establish audit & accounting systems, Procedures and internal controls on regular basis for programme funding to all the stakeholders and health facilities within the regional office.
3. To implement records and reporting formats to ensure that all financial transaction and information are accurately recorded and adequately monitored for decision making and projection.
4. Consolidate monthly and quarterly financial reports and variance analysis, assess the financial impact from the budget and suggest appropriate corrective actions.
5. To ensure that all expenses are in conformity with established rules and regulations.
6. To develop yearly financial plans and budgets, and timely disbursement of funds to all the stakeholders and health facilities within the region for the effective implementation of various programme.
7. Support supervision visit within the region.
8. Compile and monitor financial information of the various programme and other agencies as required.
9. Undertake any other finance related duties assigned to him by reporting officer.

### **Qualification and Experience:**

- CA / Post graduation or higher qualification in financial management/ICWA.
- At least 3 years of relevant work experience in any Health Financing/NRHM areas.
- Computer proficiency with high level of familiarity with commonly used packages like Tally, MS Word, Excel and Power Point.

- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health programme at field level / working in strengthening regional/district level health systems.
- Existing District Accounts Managers under NRHM may also apply.

### 3. **Position: Regional Monitoring & Evaluation Officer**

**Reporting to :** Executive Director, SHSB, **Deputy Director – Monitoring & Evaluation, State Health Society, Bihar and RPM and RDD at RPMU level.**

Place of Posting – Regional Headquarter / Districts

No. of Position – 9 (1 position for each region)

Category - Open

#### **Roles & Responsibilities:**

1. Responsible for supporting in overall monitoring of Program related activities including design, development, and implementation of data collection tools and information systems at regional level. (for all the concerned districts)
2. Provide feedback for policy and management at regional and society level.
3. Support process and impact monitoring of IEC materials, and other initiatives taken by Regional programme management unit.
4. Undertake field visits to project areas for monitoring of project activities and prepares routine reports on results of visits and project progress.
5. Develop Presentations; generate tables, graphs and relevant statistical data for technical review and monitoring purposes.
6. Support in building capacities at Regional, District and Block level on programme planning, monitoring and reporting and their importance in programme management.

#### **Qualification and Experience:**

- Post graduation or higher qualification in Public health /Community health/ Social welfare/Social Science/Rural Development/Rural Management from AICTE recognized institute.
- At least 3 years of relevant work experience in any Health Systems areas – HR, HMIS, Planning etc preferably with government/NRHM set up.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi also desirable.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health monitoring & evaluation programme at field level / working in strengthening district level health systems.
- Existing District Monitoring & Evaluation Officers under NRHM may also apply.

## **General Conditions:**

14. Maximum age limit 45 years.
15. Specific work experience in relevant field may be indicated in application.
16. The recruitment will be on contract basis for a period of 3 years which may be renewed every year based on performance & conduct of the consultant.
17. Salary for Regional Programme Manager is Rs. 43,000/- , for Regional Accounts Manager Rs. 35,000/- and for Regional Monitoring & Evaluation Officer Rs. 30,000 PM.
18. Application fees for the post mentioned above is Rs.500/- for applicants under General category, fee for OBC and SC/ST candidates would be Rs. 300/- and 250/- respectively for each of the positions.
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**Executive Director  
State Health Society Bihar**

# Application Form

<b><i>Application for the post of</i></b>				
Demand Draft Details	Issuing Bank: Branch: Demand Draft Number: Date of issue: Payable at: Category: General/OBC/SC ST (tick mark whichever is applicable)			
Name				
Present Address				
Permanent Address				
Contact Number				
E-mail				
Father's/ Husband's Name				
Date of Birth				
Marital Status				
Nationality				
<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	
<i>Any other information that the candidate would like to give in support of his/her candidature</i>	

Signature

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