



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting application for various posts under ASHA Programme

ASHA Resource Centre is a registered body under National Rural Health Mission. It acts as a Technical Support Unit and Resource Organization at State for the ASHA Program and community process component of NRHM. State Health Society Bihar invites application from suitable candidates for following posts on contractual basis for its ASHA Resource Centre:-

Sl. No.	Name of post	No. of Post	Consolidated Salary (PM in Rs.)
1.	Deputy ASHA Program Manager	Unreserved - 1	35,000/-
2.	Consultant Training	Unreserved - 1	30,000/-
3.	Divisional ASHA Coordinators	(05) (UR-1, EBC-2, SC-1 & BC-1)	27,000/-
4.	Accounts Assistant	Unreserved - 1	12,000/-

General Condition:

1. Maximum age limit 40 years.(As on 31.10.11)
2. Specific work experience in relevant field may be indicated in application.
3. The recruitment will be on contract basis for a period of one year which may be renewed every year based on performance & conduct of the consultant.
4. Application fees is Rs. 500/- for applicants under General category, Rs. 300/- for BC/EBC and Rs. 250/- for SC/ ST candidates.
5. No application will be accepted without submission of application fee.
6. Bank Draft (Application Fee) drawn on any nationalized bank and payable at **Patna** favoring "**State Health Society, Bihar**" should be sent along with application.
7. Only shortlisted candidates will be called for interview.
8. No TA/DA will be given for attending the interview for any position.
9. The society reserves the right to cancel any or all the positions mentioned above.
10. 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 bank draft, self attested photocopies of certificate and testimonials in sealed envelope only through speed/registered post so as to reach the above address on or before **20/12/2011** at 5 pm. **The name of the post applied for must be mentioned on the top of the envelope.**
11. **The ToR, qualifications/ experience/ emoluments of above positions and application form available on the website (www.statehealthsocietybihar.org).**

Last date of submission of form along with fee is 20/12/2011 at 5 pm.

12. 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.
13. 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

Executive Director
State Health Society, Bihar

State Health Society, Bihar

Parivar Kalyan Bhawan, Sheikhpura, Patna 800014

Terms of Reference(ToR)

*ASHA Resource Centre is a registered body under National Rural Health Mission.
It acts as a Technical Support Unit and Resource Organization at State for the
ASHA Program and community process component of NRHM*

State Health Society Bihar, invites application from suitable candidates for following posts on contractual basis for its ASHA Resource Centre. The details are as under:--

1. Deputy ASHA Program Manager

Eligibility and qualifications:

1. Master's degree in social work/Public Health/Rural Development.
2. At least 6 years experience in management of community health programme or community mobilization or related field activities with a minimum of 4 years experience in health sector.
3. Familiarity with/having worked in community health worker programmes, or on empowerment of health volunteer or health projects involving Government & NGO co-operation.
4. Sensitivity to and knowledge and experience of working on issues related to prevention and promotion of health care services.
5. Experience of having worked as trainer and as organizer of training programmes is essential.
6. Publication on community participation in health programmes or in coordination of government – NGO supported community health projects.
7. Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, Power point etc.
8. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skill in English and Hindi.

Role & responsibilities:

1. Develop Strategic plan & budget at State and District level besides strategic plan, action plan and training calendar.
2. Support development of appropriate training modules HMIS for successful implementation of Community Process.
3. Ensure functional coordination with ARC, NGO Cell, DPMU and other Health officials in the state.
4. Co-ordinate with Mentoring Groups and convey the meeting of Mentoring Group to develop policy and other appropriate support mechanism towards better functioning / performance of ASHA program and other community processes.
5. Facilitate documentation of best practices, case studies relating to community processes besides developing IEC/BCC materials.
6. Analysis and provide feedback on training conducted on the community processes by District and NGOs.
7. Undertake periodic visits to districts and selected NGOs to do the supportive supervision of activity implementation.
8. Provide support to NRHM for effective functioning of community process through advocacy & networking.
9. Undertake review, assessment & piloting innovative initiative as per the requirement.
10. Undertake any such assignments, which may be assigned by the Team Leader, ASHA Resource Centre.

Reporting: Will report to Team leader, ASHA Resource Centre, who will be responsible for Monitoring and Evaluation of his /her performance.

Age Limit: 40 years.(As on 31.10.11)

Salary: Rs.35,000/- Per Month Consolidated.

2. Consultant Training

Eligibility and qualifications:

1. Master's degree in social work/Public Health/Rural Development.
2. At least 5 years experience in management of community health training programme or community mobilization or related field activities with a minimum of 3 years experience in health sector.
3. Familiarity with/having worked in community health worker programmes, or on empowerment of health volunteer or health projects involving Government & NGO co-operation.
4. Sensitivity to and knowledge and experience of working on issues related to prevention and promotion of health care services.
5. Experience of having worked as trainer and as organizer of training programmes is essential.
6. Publication on community participation in health programmes or in co-ordination of government – NGO supported community health projects.
7. Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, Power point etc.
8. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skill in English and Hindi.

Role & responsibilities:

1. Develop and implementation of training calendar.
2. Development of Innovative training tools and methods.
3. Develop systematic identification of training needs and conduct refresher and follow up trainings.
4. Ensuring qualitative facilitation of training programmes by incorporating various training techniques and methodologies..
5. Prepare the frame of documentation of training program and developing process report of the program.
6. Module development for the need based and standardized training programmes.
7. Planning, Implementation, monitoring, evaluation and impact assessment of the training programmes.
8. Ensure preparation and submission of reports and documents of the implemented programmes to all concerned.
9. Co-ordination with the ARC team in all logistical arrangements for the training programmes.
10. Any other tasks assigned by the team leader and other authorities.

Reporting: Will report to Team leader, ASHA Resource Centre, who will be responsible for Monitoring and Evaluation of his /her performance.

Age Limit: 40 years.(As on 31.10.11)

Salary: Rs.30,000/- Per Month Consolidated.

3. Divisional ASHA Coordinators

Eligibility and Qualification:

1. Master's degree in social work/Public Health/Rural Development.
2. At least 3 years experience in management of community health programme or community mobilization or related field activities with a minimum of 2 years experience in health sector.
3. Familiarity with/having worked in community health worker programmes, or on empowerment of health volunteer or health projects involving Government & NGO co-operation.
4. Sensitivity to and knowledge and experience of working on issues related to prevention and promotion of health care services.
5. Experience of having worked as trainer and as organizer of training programmes is essential.
6. Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, Power point etc.
7. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skill in English and Hindi.
8. **Desirable** – Experience of working for health rights or in a health rights framework or in addressing issues of Women's Health Projects.

Role & responsibilities:

1. Develop support system for a region wise district ASHA Program and other community processes budget and work plan.
2. Disseminate the GOs at division wise and insure to available at district level official.
3. Ensure periodic training of district level officials.
4. Ensure smooth working relationship with DPMU and CMHO to district level and to strengthen implementation of community processes.
5. Facilitate documentation of best practices, case studies relating to community processes besides developing IEC/BCC materials.
6. Analysis and provide feedback on training conducted on the community processes by District and NGOs.
7. Undertake periodic visits to districts and selected NGOs to do the supportive supervision of activity implementation.
8. Provide support to NRHM for effective functioning of community processes through advocacy & networking
9. Building intervention for review and supportive supervision of community processes.
10. Linkage with MNGO at Division level.
11. Undertake any such assignments, which may be assigned by the State ASHA Programme, ASHA Resource Centre.

Reporting: Will report to ASHA Programme Manager, ASHA Resource Centre, who will be responsible for Monitoring and Evaluation of his /her performance.

Age limit: 40 years.(As on 31.10.11)

Salary: Rs.27,000/- Per Month Consolidated.

4. Accounts Assistant

Eligibility and Qualifications:

1. Bachelors degree in Commerce.
2. At least 3 years experience in handling financial data base support to effective functioning of health or social sector projects or organizational management involving accounts/financial analysis, financial management and assistance in maintenance of accounts.
3. Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, Power point and spreadsheet for financial analysis and projection.
4. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skill in English and Hindi.

Role & Responsibilities:

1. Maintain day to day account record of ARC.
2. Responsible for day to day functioning of the ARC.
3. Ensure placement of funds and receipt of the UC from the districts and other expenditures.
4. Undertake any such assignments, which may be assigned by the State ASHA Manager, ASHA Resource Centre.

Reporting: Will report to State ASHA Programme Manager, ASHA Resource Centre, who will be responsible for Monitoring and Evaluation of his /her performance.

Age limit: 40 years.(As on 31.10.11)

Salary: Rs.12,000/- Per Month Consolidated.