



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



INVITING APPLICATIONS

for position Hospital Manager, Health Manager & Accountant for All Medical College Hospitals of Bihar

There is a need to strengthen the management capacity of Medical College Hospitals in Bihar for its efficient and effective working and sustainability. For this purpose one Hospital Manager, One Accountant and Six Health Managers in each Medical College Hospitals are to be recruited on contract basis.

State Health Society, Bihar under National Rural Health Mission invites applications for the position of Hospital Manager, Health Manager and Accountant for Medical College Hospitals on contract Basis. The details of position and essential qualifications are as under:

Sl. No	Name of the posts	No. of Vacancy	Essential Qualifications & Experience	Salary (PM) in Rs.
1.	HOSPITAL MANAGER	5 (Five) (One for each MCH except PMCH) [UR-2,EBC-1,SC-1,BC-1] *ANMCH, Gaya – UR-1 *DMCH, Darbhanga – EBC-1 *JLNMCH, Bhagalpur – UR-1 *NMCH, Patna – SC-1 *SKMCH, Muzaffarpur – BC-1	Degree in Hospital Management/ Health Management/ MBA with minimum 3 years experience in Health Sector.	25,000
2.	HEALTH MANAGER	32 (Thirty Two) (Six for each MCH, only 2 in DMCH) [UR- 15, EBC- 7, SC- 6, BC-3, BC(F)-1] *ANMCH, Gaya – UR-3, EBC-1, SC-1, BC-1 *DMCH, Darbhanga – EBC-1, SC-1 *JLNMCH, Bhagalpur – UR-3, EBC-1, SC-1, BC(F)-1 *NMCH, Patna – UR-3, EBC-1, SC-1, BC-1 *PMCH, Patna – UR-3, EBC-1, SC-1, BC-1 *SKMCH, Muzaffarpur – UR-3, EBC-2, SC-1	Degree or Diploma in Hospital Management/ Health Management/ Rural Management/ L.S.W. with minimum 1 years experience in Health Sector.	18,000
3.	ACCOUNTANT	3 (Three) [UR- 3] *DMCH, Darbhanga – UR-1 *NMCH, Patna – UR-1 *PMCH, Patna – UR-1	B.Com with minimum 3 years experience in Accounting. Preference will be given to the candidates with computer knowledge.	12,500

General Conditions:

1. Maximum age limit (As on 31.05.2011) 37 yrs. for UR, 40 yrs. for BC/EBC, 40 yrs. for Women (UR,BC,EBC), 42 yrs. for SC/ST (Men and Women).
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 based on performance & conduct of the consultant.
4. Only short listed candidates will be called for interview.
5. No TA/DA will be given for attending the interview for any position.
6. The society reserves the right to cancel any or all the positions mentioned above.
7. Application in the prescribed format and complete in all respect must be sent to the Superintendent, (Address of the concerned Medical College & Hospital) containing self attested photocopies of certificates and testimonials in sealed envelope by speed/registered post on or before **29/06/2011 at 5 PM. The name of the post applied for must be mentioned on the top of the envelope.**
8. The **ToR**, qualifications/ experience/ List of roaster wise vacancy in Medical College Hospital, emoluments of above positions and **application form** available on the website of the State Health Society, Bihar (www.statehealthsocietybihar.org).

Executive Director
State Health Society, Bihar

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

Terms of Reference

Position : Hospital Manager, Health Manager & Accountant for All Medical College Hospitals of Bihar

There is a need to strengthen the management capacity of Medical College Hospitals in Bihar for its efficient and effective working and sustainability. For this purpose one Hospital Manager, One Accountant and Six Health Managers in each Medical College Hospitals are considered to be the key to overcoming the challenges facing health delivery in state.

State Health Society, Bihar under National Rural Health Mission invites applications for the position of Hospital Manager, Health Manager and Accountant for Medical College Hospitals on contract Basis. The details of position and essential qualifications are as under:

(1) Position: HOSPITAL MANAGER

Reporting to : Superintendent/ Deputy Superintendent and Principal at MCH.

Place of Posting – Medical College Hospital

No. of Position – 5 (Five) (One for each MCH except PMCH)

Category – As per reservation roster [UR-2,EBC-1,SC-1,BC-1]

Roles and Responsibilities

1. Plan, organize, direct, control and coordinate day to day activities of the hospital.
2. Developing procedures for medical treatments, as well as ensuring quality assurance and other patient services.
3. Extrapolating data for quality assurance and monitoring purposes.
4. Planning and implementing strategic changes to improve service delivery.
5. Managing clinical, professional, clerical and administrative staff.
6. Procurement of equipment and supplies, and organizing stores.
7. Active participation in hiring contractual doctors, nurses and assistant.
8. Liaise with clinical and non-clinical staff in other health facility, partner organizations.
9. Public relations, ensuring that the facility maintains a positive image.
10. Keeping up with ever-changing medical technology, government regulations, financing options and health insurance benefits.
11. Implementing new policies and directives.
12. Undertake any other finance related duties assigned to him by reporting officer.

Eligibility:

- The applicant must have a particular interest in, and commitment to, social justice, health care for poor and marginalized populations, and health service delivery in rural areas.
- Degree in Hospital Management/ Health Management/MBA with minimum 3 years experience in Health Sector.
- Candidates having qualification in Hospital Management must have completed an internship or volunteer work in a medical environment.
- 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.

Age :

Maximum age limit (As on 31.05.2011) 37 yrs. for UR, 40 yrs. for BC/EBC, 40 yrs. for Women (UR,BC,EBC), 42 yrs. for SC/ST (Men and Women).

Emoluments :- Rs. 25,000.00 (Twenty five thousand) consolidated.

(2) Position: HEALTH MANAGER

Reporting to : Concerned Head of Departments, Medical College Hospital

Place of Posting – Medical College Hospital

No. of Position – **32 (Thirty Two)** (Six for each MCH, only 2 in DMCH)

Category – As per reservation roaster [UR- 15, EBC- 7, SC- 6, BC-3, BC(F)-1]

Roles and Responsibilities

1. Plan, organize, direct, control and coordinate day to day activities of the concerned departments of MCH.
2. Health Manager will assist the concerned Head of Departments for proper supervision of cleanliness, monitoring and evaluation in each ward, necessary consumables, availability of seven-colour bedsheets, arrangement for washing and for emergency expenditure.
3. He will also assist the Departmental Head for proper utilization of the fund of Rogi Kalyan Samiti meant for the above mentioned purpose.
4. Undertake any other finance related duties assigned to him by reporting officer.

Eligibility:

- Degree or Diploma in Hospital Management/ Health Management/ Rural Management/ L.S.W. with minimum 1 years experience in Health Sector.
- Candidates having qualification in Hospital Management must have completed an internship or volunteer work in a medical environment.
- 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.

Age :

Maximum age limit (As on 31.05.2011) 37 yrs. for UR, 40 yrs. for BC/EBC, 40 yrs. for Women (UR,BC,EBC), 42 yrs. for SC/ST (Men and Women).

Emoluments :- Rs. 18,000.00 (Eighteen thousand) consolidated.

(3) Position: ACCOUNTANT

Reporting to : Superintendent/ Deputy Superintendent and Hospital Manager at MCH.

Place of Posting – Medical College Hospital

No. of Position – **3 (Three)** (PMCH-1, DMCH-1, NMCH-1)

Category – As per reservation roaster [UR- 3]

Roles and Responsibilities

1. Proper financial record keeping to ensure that all financial transaction and information are accurately recorded.
2. To maintain the accounts of the Medical College Hospital.
3. Compile the financial information of the various programme and other agencies as required.
4. Proper financial record keeping of the funds of the Rogi Kalyan Samiti.
5. Undertake any other finance related duties assigned to him by reporting officer.

Eligibility:

- * B.Com with minimum 3 years experience in Accounting.
- * Preference will be given to the candidates with computer knowledge.

Age :

Maximum age limit (As on 31.05.2011) 37 yrs. for UR, 40 yrs. for BC/EBC, 40 yrs. for Women (UR,BC,EBC), 42 yrs. for SC/ST (Men and Women).

Emoluments :- Rs. 12,500.00 (Twelve thousand five hundred) consolidated.

NOTE : Application in the prescribed format and complete in all respect must be sent to the Superintendent, (Address of the concerned Medical College & Hospital) containing self attested photocopies of certificates and testimonials in sealed envelope by speed/registered post on or before **29/06/2011 at 5 PM. The name of the post applied for must be mentioned on the top of the envelope.**

**Executive Director
State Health Society Bihar**