



State Health Society, Bihar
Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting application for the position of Vaccine and Logistics Manager on contractual basis

State Health Society, Bihar under National Rural Health Mission invites application from suitable candidates for the post of Vaccine and Logistics Manager for its Immunization Cell to be appointed on contractual basis, the details are as follows:-

Sl. No.	Name of post	No. Of Post	Maximum Age Limit (As on 31.08.12)	Consolidated Salary (PM in Rs.)
1.	Vaccine and Logistics Manager	Unreserved – 01	45 Years	30,000/-

General Condition:

1. The recruitment will be on contract basis for a period of 1 year, which may be renewed every year based on the performance & conduct of the contractual staff.
2. Application fees is Rs. 500/- for applicants under General category, Rs. 300/- for BC/EBC and Rs. 200/- for SC/ ST candidates.
3. No application will be accepted without submission of application fee.
4. Application Fee in the form of Bank Draft drawn on any nationalized bank and payable at **Patna** favoring "**State Health Society, Bihar**" should be enclosed with application.
5. Only shortlisted candidates will be called for interview. All original educational certificates must be carried at the time of interview.
6. No TA/DA will be given for attending the interview for any position.
7. State Health Society, Bihar reserves the right to cancel the above position without assigning reason.
8. Application in the prescribed format and complete in all respect must be sent to **The Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800014** containing original bank draft and self attested photocopies of certificates in sealed envelope, only through speed/registered post so as to reach the above address on or before 5:00 pm, **28/09/2012**. **The name of the post applied for must be mentioned on the top of the envelope.**
9. **Detailed ToR, qualifications/experience/emoluments of above positions and application form is available on the society's official website (www.statehealthsocietybihar.org).**

Last date of submission of form is 28/09/2012 at 5 pm.

10. Applications should be sent in prescribed format available on the above mentioned website, clearly mentioning the position applied for. **Applications in other format will not be accepted.**
11. For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted on working days during office hours (10AM to 5PM) on Contact No. 7488270145

Executive Director
State Health Society, Bihar

State Health Society, Bihar
Parivar Kalyan Bhawan, Sheikhpura, Patna - 800014

Terms of Reference (ToR)

1. Post	:	Vaccine and Logistics Manager
No. of Positions	:	01 (Unreserved)
Reporting	:	State Immunization Officer, SHSB
Location	:	State Health Society, Bihar
Duration of Contract	:	1 Year which may be renewed every year based on performance & conduct of the contractual staff.
Maximum Age Limit	:	45 years
Remuneration	:	Rs. 30,000/- (Rupees Thirty Thousand only) per month consolidated.

INTRODUCTION

Immunisation programme is one of the essential interventions for protection of children from life threatening diseases, which are avertable. State Health Society and Government of Bihar have been successfully undertaking immunization Programme under NRHM. Different Immunization programmes have made a major contribution to public health but still a lot has to be done for marching towards total coverage.

High quality vaccine supply chain and logistics management is one of the most crucial elements of an immunization program. Health care facilities and programmes rely on efficient and effective supply chain systems to store, transport and distribute health care products and commodities. This ensures that the right products are available at the right place, at the right time and in the right condition in order to provide health services to the community. With this view, State Health Society invites application for Vaccine and Logistic Manager for its Immunization Cell.

Essential Qualification & Experience

- MBA/Post Graduate Diploma in Public Health/Supply Chain Management/Logistics Management from a recognized university/institution.
- Have at least 2 years of experience in the area of supply chain, storage, logistics and inventory control of supplies preferably in health sector.

Additional Skills

- Vendor Management Practices.
- Materials Management & Supply Chain Management.
- Material Acquisition Processes.

- Good Communication & Inter-personal Skills.
- Strong managerial and leadership skills
- Proficiency in use of MS Office packages
- Supervisory and scheduling experience
- Experience in inventory management.
- Strong Analytical skills.
- Excellent written and oral communication skill.

DUTIES and RESPONSIBILITIES

- Assist SPO-Immunization, State Health Society, Bihar to plan Vaccine/IEC requirement for all the programmes based on feedbacks provided in the briefing and debriefing for District Health societies and other state members and government officials.
- Develop Vaccine/IEC distribution plan for prompt delivery. Prepare packing list for each material to be handed over to the transporter/courier services.
- Supervise off loading of Vaccine/IEC coming from supplies and loading of the same for distribution/delivery to the consignees in the districts/blocks. Follow up of the same for timely delivery of the Vaccine/IEC.
- Drafting policies and procedures for logistics activities.
- Establish or monitor specific supply chain-based performance measurement systems.
- Implement specific requirements for immunization, such as internal reporting or customized transportation metrics.
- Maintain metrics, reports, process documentation, service logs, or training or safety records.
- Take measures to improve supply chain efficiency or sustainability.
- Plan or implement improvements to internal or external logistics systems or processes.
- Resolve problems concerning transportation, logistics systems.
- Co-ordinating comprehensive logistical or reverse logistical functions for product life cycles, including acquisition, distribution, internal allocation, delivery, recycling, reuse, or final disposal of resources.
- Analyze all aspects of logistics to determine the most cost-effective or efficient means of transporting products or supplies.
- Develop risk management programs to ensure continuity of supply in emergency scenarios.
- Provide logistics support to conduct meetings, seminars, workshops, training etc.
- Any other work assigned by the SIO as and when required.

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Application Form

Application for the post of						Affix recent passport size coloured photograph here
Demand Draft Details	Issuing Bank: Branch: Demand Draft Number: Date of issue: Payable at: Category: Unreserved/EBC/BC/SC/ST (tick mark <input type="checkbox"/> whichever is applicable)					
Name						
Father's/ Husband's Name (Tick <input type="checkbox"/> whichever is applicable)						
Date of Birth						
Age (as on 31.08.12)						
Marital Status						
Nationality						
Category/Cast (Tick <input type="checkbox"/> whichever is applicable)	Unreserved (<input type="checkbox"/>) Extremely Backward Class (<input type="checkbox"/>) Backward class (<input type="checkbox"/>) Schedule caste (<input type="checkbox"/>) Schedule Tribe (<input type="checkbox"/>) Backward class (women) (<input type="checkbox"/>) Caste _____ (Specify) Handicapped Yes (<input type="checkbox"/>) No (<input type="checkbox"/>) % (<input type="checkbox"/>)					
Present Address						
Permanent Address						
Contact Number						
E-mail ID						
Academic background (Starting from highest)						
Sl. No.	Qualification	School/Institute/ University	Year of passing	% of Marks/grade	Sub/Specialization	
1.						
2.						
3.						
4.						
5.						
Technical Qualification (Starting from highest)						
Sl. No.	Qualification	School/Institute/ University	Year of passing	% of Marks/grade	Sub/Specialization	
1.						
2.						
3.						
4.						

Trainings and workshops attended				
Sl. No.	Topic	Institution/Organization	Year	Objective of the training/ workshop
1.				
2.				
3.				
4.				
Work Experience (starting from the latest)(Please enclose experience certificate)				
Experience 1	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
Experience 2	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
Experience 3	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
Total Experience (in years)				
Any other information that the candidate would like to give in support of his/her candidature				

Date:

Place:

Signature of the Candidate

Note: The candidate may use additional paper if required.