

Department of Health
Programme Management Unit
For
DFID supported SWASTH Programme
Invites application for positions

Background

Govt. of Bihar (GoB) has recently launched Bihar Health Sector Reform Program (SWASTH) (2009-10 to 2014-15) with goal to improve the health and nutritional status of people in the state. The purpose of the program is to increase access to better quality health, nutrition, and water and sanitation services for underserved groups.

Given the scale and nature of interventions envisaged under SWASTH, it is imperative that a unit be set up within the department to manage and oversee the health related interventions on a day-to-day basis. To be truly effective, this unit would need to be properly manned and functionally empowered to take critical operational and financial decisions. The unit will be headed by the Director Programme Management Unit. With this in view the department of Health invites applications from suitable candidates for following positions:

Sl. No.	Post	Number of vacancy	Category	Age Limit (as on 21-02-2012)	Consolidated Salary (Per Month)
1.	Director – PMU	1	General	40 – 50 Yrs	75,000-80,000/-
2.	Technical Advisor (Public Health)	1	General	35-45 Yrs	65,000-70,000/-
3.	Finance Manager	1	General	30-35 Yrs	50,000 - 60,000/-
4.	MIS, M&E & IT Specialist	1	General	30-35 Yrs	50,000 - 60,000/-
5.	Procurement Specialist	1	General	30-40 Yrs	50,000 - 60,000/-
6.	Social Development Specialist	1	General	35-40 Yrs	50,000 - 60,000/-
7.	BCC Specialist	1	General	35-40 Yrs	50,000 - 60,000/-
8.	Civil Engineering & Construction Specialist	1	General	40-45 Yrs	50,000 - 60,000/-
9.	Data entry operator (4 positions)	4	Gen-2, EBC-1, SC-1	22-25 Yrs	9,000 - 14,000/-

For detailed information of all the positions please visit: www.indiahealthtast.org

General Condition:

1. The recruitment will be on contractual basis for a period of 3 years which will be renewed every year based on performance.
2. The department reserves the right to cancel any or all the positions mentioned above without assigning reasons.
3. Please visit www.indiahealthtast.org for detailed advertisement including Job Profiles, eligibility criteria and other conditions for positions mentioned above.
4. Candidates have to apply online. To apply online please email your application to swasth.health@gmail.com by 21-02-2012.
5. Post applied for must be mentioned in the subject line of the mail.
6. Application must be sent in prescribed format which can be downloaded from the web site www.indiahealthtast.org
7. Applications received in other than prescribed format will not be accepted.
8. Only short listed candidates will be called for Test/interview. Original educational certificates and other testimonials must be carried at the time of interview.
9. No TA/DA will be given for attending the Test/ interview for any position.

**Executive Director
State Health Society, Bihar**

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Govt. of Bihar (GoB) has recently launched Bihar Health Sector Reform Program (SWASTH) (2009-10 to 2014-15) with goal to improve the health and nutritional status of people in the state. The purpose of the program is to increase access to better quality health, nutrition, and water and sanitation services for underserved groups.

The DFID funded, Bihar Health Sector Reform Programme (BHSRP-SWASTH) supports 5 priority outputs of this reform strategy:

- Increased scale and functionality of nutrition, health and water and sanitation services;
- Community level initiatives undertaken to manage, demand and monitor, services;
- Systems strengthened for improving efficiency and effectiveness;
- Capacity to work with non-government actors enhanced;
- Quality and use of monitoring and evaluation systems improved.

Given the scale and nature of interventions envisaged under SWASTH, it is imperative that a unit be set up within the department to manage and oversee the health related interventions on a day-to-day basis. To be truly effective, this unit would need to be properly manned and functionally empowered to take critical operational and financial decisions. The unit will be headed by the Director Programme Management Unit.

Key Functions / Scope of Work of the PMU

Under the SWASTH programme, interventions are envisaged in five key areas:

- Programme Management
- Technical Advisor (Public Health)
- Human Resource Management
- Behaviour Change Communications
- Management Information Systems (MIS), Monitoring and Evaluation and Information Technology
- Civil Engineering / Construction

The PMU will be primarily responsible for:

- Implementing the SWASTH Action Plan of the Health Department and monitor the progress of implementation.
- Work closely with the DfID appointed Bihar Technical Assistance Support Team (BTAST) for the implementation of the SWASTH Action Plan
- Provide inputs and advise to the Principal Secretary, DoH and ED SHSB on SWASTH and other Health related interventions in the State
- Co-ordinate between the directorate, Medical Corporation, and counterpart departments / sections/ organizations in GoB for SWASTH activities and interventions

- Preparing progress reports, statements of accounts, position papers, agenda inputs for SWASTH Steering Committee Meetings
- Co-ordination with other agencies and Development Partners in the State on overall health related interventions and host co-ordination meetings from time to time

Keeping the key functions in view the department of Health invites applications from suitable candidates for following positions:

1. Position: Director, PMU

Reporting to The Principal Secretary/ Secretary - Health/ED- SHSB

Place of Posting – Patna

No. of Position – 1

Category – Open

The Director is the head of the PMU and will report directly to and be accountable to the Principal Secretary of DoHFW. S/He is expected to direct and oversee all the activities of the PMU including strategic planning, monitoring and evaluation, Information Technology, personnel, financial management, project implementation and co-ordination with partner agencies and organizations to ensure the effective implementation of the SWASTH program.

DUTIES and RESPONSIBILITIES

The Director, PMU's primary duties and responsibilities will include but not be restricted to:

- Directing the development of short, medium and long term action plans relevant to the goals and objectives of the SWASTH program
- Ensuring the timely and cost-effective implementation of the plans developed by the PMU
- Developing mechanisms and processes to monitor the timely, efficient and effective implementation of the action plans
- Developing mechanisms to work in close partnership with the BTAST team as well as other development partners and private sector organizations to ensure the meeting of SWASTH goals
- Preparing research briefs, white papers and position papers from time to time on the public health situation in Bihar and elsewhere in the country and abroad
- Ensuring that the PMU is staffed with professionals possessing the required technical and managerial skills to co-ordinate the implementation of the SWASTH program
- Advise the Principal Secretary, DoHFW; Secretary DoHFW; Director-in-Chief, Directorate of Health Services; the Executive Director, State Health Society of Bihar (SHSB) and Managing Director, Bihar Medical Services and Infrastructure Corporation Limited (BMSICL) on public health matters; including but not restricted to the emerging techno-managerial challenges of public health management, public private partnerships, IT and e-governance, etc.
- Regularly identify improvement opportunities in public health delivery systems in Bihar and ensure timely and relevant action to meet the opportunities.
- Represent the Government of Bihar on public health issues in local, regional, national and international arenas
- Inspire the PMU team to perform beyond expectations.
- Establish and oversee the implementation of risk management policies and practices in public health management in Bihar

REQUIRED SKILLS AND EXPERIENCE

- S/he should have at least 15 years of experience in related field of which the last 3-5 should have been spent in senior level positions overseeing strategic planning, monitoring and evaluation and programme implementation
- S/he should be a Post Graduate from a reputed university in India or abroad. Candidates having post graduate qualifications in Business Administration, Public Health Management, Public Policy will be preferred.

- Should possess strong managerial and leadership skills.
- Must have effective decision making abilities, possess excellent communication skills, be a creative problem solver and have the ability to multi-task.

2. Position: Technical Advisor

Reporting to The Director, PMU

Place of Posting – Patna

No. of Position – 1

Category – Open

The Technical Advisor's (Public Health) position is a key position in the PMU and reports directly to the Director of the PMU. The selected candidate is expected to lead the efforts of the PMU on the planning and implementation of one of SWASTH's key goals – increased scale and functionality of health, nutrition and sanitation services – and provide his inputs and assistance on the planning and implementation of the four other major goals.

DUTIES and RESPONSIBILITIES

The Technical Advisor's (Public Health) primary duties and responsibilities will include but not be restricted to:

- Lead the PMU's efforts on planning and implementation of all activities that would lead to the increased scale and functionality of health, nutrition and sanitation services in the State of Bihar
- Assist in the development of short, medium and long term action plans relevant to the goals and objectives of the SWASTH program
- Ensure the timely and cost-effective implementation of the plans developed by the PMU – especially in increasing the scale and functionality of health, nutrition and sanitation services – including, but not restricted to:
 - a. Implementation of the Essential Health Services Package (EHSP) across all levels of public health facilities in Bihar
 - b. Provide inputs for the upgradation of hospitals in Bihar with special focus on providing preventative and curative care for common public health ailments
 - c. Oversee the implementation of hospital upgradation plans
 - d. Provide inputs for development of Standard Treatment Protocols (STPs) – especially for the prevalent communicable diseases - and ensure that the STPs are properly understood and implemented by relevant health care staffs across all levels of public health facilities in Bihar
 - e. Develop (where not available) / strengthen (where available) appropriate monitoring mechanisms for prevalent public health issues and assist in the implementation of processes that would generate, capture and analyze relevant data in the timely and cost effective manner
 - f. Plan and oversee the implementation of Randomized Control Trials (RCTs) to assess feasibility of adopting innovative solutions for prevalent public health challenges
- Assist in the development of appropriate mechanisms and processes to monitor the timely, efficient and effective implementation of the action plans
- Work in close partnership with the BTAST team as well as other governmental departments, development partners, research and academic institutions and private sector organizations to ensure the meeting of SWASTH goals
- Prepare research briefs, white papers and position papers from time to time on the public health situation in Bihar and elsewhere in the country and abroad
- Assist in regularly identifying improvement opportunities in public health delivery systems in Bihar and ensure timely and relevant action to meet the opportunities.

REQUIRED SKILLS AND EXPERIENCE

- S/he should have at least 15 years of experience in the field of public health management of which the last 3-5 should have been spent in senior managerial / advisory levels
- S/he should be hold a MBBS degree from a reputed medical college in India with an MD in Preventive and Social Medicine (PSM) or have Post Graduate qualifications in Public Health Management from a reputed university in India or abroad. Candidates holding a Ph.D in Public Health would be preferred.
- Should possess strong managerial and leadership skills.
- Must have effective decision making abilities, possess excellent communication skills, be a creative problem solver and have the ability to multi-task.

3. Position: Finance Manager

Reporting to The Director, PMU

Place of Posting – Patna

No. of Position – 1

Category – Open

The Finance Manager's position is a key position in the PMU and reports directly to the Programme Manager of the PMU. The selected candidate is expected to contribute to and participate in the PMU's efforts pertaining to the planning and implementation of SWASTH's key goals.

DUTIES and RESPONSIBILITIES

The Finance Manager's primary duties and responsibilities will include but not be restricted to:

- **Budget Planning and Preparation:**
 - Help the department draw up a detailed time table for preparation of budget estimates by the Districts.
 - This time table inter alia, specifies the stages of consultation and intersectional meetings including line departments.
 - Provide assistance in defining the way through which districts will prepare their internal documents for arriving at budget estimates indicating not only specific heads but also the working papers as supporting documents.
 - Supervise data entry of budget figures for Medium Term Expenditure Framework for the purpose of synchronizing MTEF with State Allocations.
 - Provide assistance in preparation of outcome budget.
- **Budget and Financial Monitoring:**
 - Supervise data entry of Monthly Accounts collected from Treasury and DDOs.
 - Help in reconciliation of both the accounts to work out undisbursed amount.
 - Provide assistance in monitoring the district wise expenditure under various heads of accounts
 - Provide assistance in regulating budget allocation to districts
 - Help the department in preparing periodical analytical reports on progress of expenditure for readjustment of allocations.
 - Provide Assistance in preparation of periodical progress reports on the outcome indicators.

REQUIRED SKILLS AND EXPERIENCE

- S/he should have at least 8 – 10 years of experience in Financial Management, preferably in the public health sector. Of the candidate's total number of years' of experience, at least 3 years must have been at a mid-level managerial capacity in a government department / development partner organization / NGO / Private Sector
- S/he should be a Chartered Accountant / holder of a Master's Degree in Commerce / MBA with a specialization in Financial Management from any recognized University in India or abroad

- Should possess strong managerial and leadership skills.
- Must have effective decision making abilities, possess excellent communication skills, be a creative problem solver and have the ability to multi-task.

4. Position: MIS, IT and M&E Officer

Reporting to The Director, PMU

Place of Posting – Patna

No. of Position – 1

Category – Open

The MIS, M&E and Information Technology Specialist's position is a key position in the PMU and reports directly to the Director of the PMU. The selected candidate is expected to contribute to and participate in the PMU's efforts pertaining to the planning and implementation of all the SWASTH's key goals.

DUTIES and RESPONSIBILITIES

The MIS, M&E and Information Technology Specialist's primary duties and responsibilities will include but not be restricted to:

- Develop and oversee the implementation of a strong monitoring, evaluation and knowledge management framework to assess the effectiveness of SWASTH interventions
- Assess the different MIS and M&E systems that are presently being used by the different governmental departments and agencies working in the area of public health in Bihar and identify data duplication, data inconsistency and data insufficiency issues. Develop and implement a plan to address these in line with the reporting requirements of the Government of Bihar to the Government of India, as well as the Government of Bihar's own planning processes
- Develop and oversee the implementation of a plan where different IT systems that are currently in use are streamlined and seamlessly integrated to provide consistent and as accurate as possible results
- Participate in and advise the DoHFW and all other governmental agencies working in the public health sector in Bihar on all matters related to MIS, M&E and IT interventions
- Develop a futuristic roadmap for adoption and integration of emerging information technologies to enable better MIS and M&E results.
- Work in close collaboration with the other technical specialists in the PMU to integrate their specific M&E requirements into a comprehensive M&E architecture for SWASTH.
- Work in close partnership with the BTAST team as well as other governmental departments, development partners, research and academic institutions and private sector organizations to ensure the meeting of SWASTH goals

REQUIRED SKILLS AND EXPERIENCE

- S/he should have at least 8-10 years of experience in developing and implementing complex MIS, M&E and IT interventions in social sector interventions (preferably Health, Education and / or Rural Development)
- S/he should be a graduate in engineering or computer sciences from a reputed University in India or abroad with, preferably, Post Graduate qualifications in Information Technology Management from a reputed institution / university in India or abroad.
- Should possess strong managerial skills.
- Must have effective decision making abilities, possess excellent communication skills, be a creative problem solver and have the ability to multi-task.

**5. Position: Procurement Specialist
Reporting to The Director, PMU**

Place of Posting – Patna

No. of Position – 1

Category – Open

The Procurement Specialist's position is a key position in the PMU and reports directly to the Director of the PMU. The selected candidate is expected to contribute to and participate in the PMU's efforts pertaining to the planning and implementation of SWASTH's key goals.

DUTIES and RESPONSIBILITIES

The Procurement Specialist's primary duties and responsibilities will include but not be restricted to:

- Providing technical support to the State Health Society of Bihar through the SWASTH PMU on all issues regarding procurement planning, procurement management and monitoring and evaluation of the procurement functions.
- Assisting in the development of a robust procurement plan at the beginning of every financial year in so far as to ensure the best value for money for all types of procurements undertaken by the State Health Society of Bihar
- Developing (and regularly updating) databases of key vendors for common / most frequently procured goods and services and manage the vendor relationships
- In consultation and co-ordination with the specific technical specialists, streamline procurement through standardization of bidding documents and procedures for different types of procurements undertaken by the State Health Society of Bihar
- Developing systems and mechanisms to monitor the procurement of different goods and services in so far as to ensure best value for money procurement.
- Ensuring significant (and consistent) reduction in the number of complaints / arbitration proceedings / court cases against the State Health Society of Bihar arising out of the following of incorrect procurement procedures
- Developing feedback mechanisms from vendors and users of the goods and services procured through the State Health Society of Bihar in so far as to ensure vendor and user satisfaction as well as important inputs to improve the procurements in the future
- Undertake such other assignments, which may be assigned by from time to time by the Director (PMU) and / or other senior health officials.
- Work in close partnership with the BTAST team as well as other development partners and private sector organizations to ensure the meeting of SWASTH goals

REQUIRED SKILLS AND EXPERIENCE

- S/he should have at least 8 – 10 years of experience in handling the procurement function in a large public / private sector organization. Of the candidate's total number of years' of experience, at least 3 years must have been at a mid-level managerial capacity specifically in a role that involved procurement planning (for goods, civil works, and services), procurement monitoring, supply chain management, vendor development and relationship management with key vendors.
- S/he should be a graduate degree in any stream of study from a reputed University in India or abroad with, preferably, a Master's Degree in Economics/ Business Administration. Candidates having a Bachelor's Degree in Engineering with a Masters Degree in Business Administration from any recognized university in India / abroad would be preferred. Advanced qualifications (post graduate diploma, etc.) in procurement management / supply chain management would be desirable.
- Should possess strong managerial and leadership skills.
- Must have effective decision making abilities, possess excellent communication skills, be a creative problem solver and have the ability to multi-task.

**6. Position: Social Development Specialist
Reporting to The Director, PMU**

Place of Posting – Patna

No. of Position – 1

Category – Open

The Social Development Specialist's position is a key position in the PMU and reports directly to the Director of the PMU. The selected candidate is expected to lead the efforts of the PMU on the planning and implementation of one of SWASTH's key goals – community level initiatives to demand, manage and monitor services – and provide his inputs and assistance on the planning and implementation of the four other major goals.

DUTIES and RESPONSIBILITIES

The Social Development Specialist's primary duties and responsibilities will include but not be restricted to:

- Lead the PMU's efforts on planning and implementation of all activities and initiatives targeted at improving community level initiatives to demand, manage and monitor services leading to significant improvements in the responsiveness of the public health sector in Bihar to respond to the demand for better services.
- Develop and monitor the implementation of strategies aimed at promoting community participation aimed at better promotive, preventative and home based health care health
- Develop and monitor implementation of strategies to strengthen Rogi Kalyan Samitis (RKS') with the aim of better and more effective management of public health facilities
- Identify gender and equity issues in the delivery of public health services and develop plans for stronger, more effective and greater involvement of women and other vulnerable sections of the society in demand and access of public health services
- Develop plans to ensure effectiveness and efficiency of citizen centric bodies like the Village Health and Sanitation Committees in demanding and monitoring public health services
- Develop and monitor implementation of plans to ensure greater responsiveness and accountability of public health officials towards the communities that they serve
- Develop platforms for voluntary workers like ASHAs and MAMTAs in voicing their opinions and concerns vis-à-vis structural and social issues related to delivery of public health services
- Develop and monitor the implementation of plans targeted at greater convergence of public health and social welfare workers at the grassroots level to deliver services that have an impact on nutrition, health and sanitation.
- Work in close partnership with the BTAST team as well as other governmental departments, development partners, research and academic institutions and private sector organizations to ensure the meeting of SWASTH goals
- Prepare research briefs, white papers and position papers from time to time on the social aspects of public health delivery in Bihar and elsewhere in the country and abroad

REQUIRED SKILLS AND EXPERIENCE

- S/he should have at least 12 years of experience in the field of social development of which the last 3 years should have been spent in middle level / mid-senior level management / advisory positions in government agencies / donor assisted development projects or NGOs
- S/he should be a graduate (in any stream) from a reputed University in India or abroad with Post Graduate qualifications in Social Sciences from a reputed institution / university in India or abroad.
- Should possess strong managerial and leadership skills.
- Must have effective decision making abilities, possess excellent communication skills, be a creative problem solver and have the ability to multi-task.

7. Position: Behavioral Change Communications Specialist

Reporting to The Director, PMU

Place of Posting – Patna

No. of Position – 1

Category – Open

The Behavioural Change Communications Specialist's position is a key position in the PMU and reports directly to the Director of the PMU. The selected candidate is expected to lead the efforts of the PMU on the planning and implementation of one of SWASTH's key goals – strengthening community level initiatives to manage, demand and monitor services – and provide his inputs and assistance on the planning and implementation of the four other major goals.

DUTIES and RESPONSIBILITIES

The Behavioural Change Communications Specialist's primary duties and responsibilities will include but not be restricted to:

- Lead the PMU's efforts on planning and implementation of all activities and initiatives targeted at strengthening community level initiatives to manage, demand and monitor public health services in the State of Bihar
- Identify specific individual / social / cultural / religious factors (knowledge, attitudes, behaviour, practices) that lead to undesirable habits pertaining to health, nutrition and sanitation and develop plans to address these.
- Map all interventions targeted at changing behaviour vis-à-vis better health, nutrition and sanitation in Bihar and elsewhere in India; identify the key players and collaborate with them to replicate appropriate interventions in Bihar
- Develop / modify (if required) strong messages and message delivery systems aimed at promoting desirable behaviour and practices emanating from these behaviour pertinent to improved health, nutrition and sanitation status
- Develop campaigns and other forms of mass communications in rural areas targeted at promoting desirable behaviour and practices emanating from these behaviour pertinent to improved health, nutrition and sanitation status
- Identify inter-personal and community level communication interventions for promoting desirable behaviour and practices emanating from these behaviour pertinent to improved health, nutrition and sanitation status
- Develop plans and oversee the implementation of plans targeted at improving the communication capacities of front line health, nutrition and sanitation workers in Bihar
- Collaborate with counterparts in the Social Welfare Department and Public Health and Engineering Department, development partners, NGOs, CBOs and private sector organizations to develop and implement a comprehensive and integrated communications strategy aimed at improving the health, nutrition and sanitation status of the people of Bihar
- Work in close partnership with the BTAST team as well as other governmental departments, development partners, research and academic institutions and private sector organizations to ensure the meeting of SWASTH goals
- Develop and oversee the implementation of a strong monitoring, evaluation and knowledge management framework to assess the effectiveness of the behavioural change communications strategy
- Advise DoHFW and other government departments on issues related to behavior change communications.

REQUIRED SKILLS AND EXPERIENCE

- S/he should have at least 10-12 years of experience in the field of communications for development, specifically behavioural change communications in the public health sector. Of the candidate's total experience, the last 3 years should have been spent in middle level management / advisory positions

- S/he should be a graduate (in any stream, preferably sociology / psychology / languages) from a reputed University in India or abroad with Post Graduate qualifications in social communications / mass communication / visual communications from a reputed institution / university in India or abroad.
- Should possess strong managerial and leadership skills.
- Must have effective decision making abilities, possess excellent communication skills, be a creative problem solver and have the ability to multi-task.

8. Position: Civil Engineering & Construction Specialist

Reporting to The Director, PMU

Place of Posting – Patna

No. of Position – 1

Category – Open

The Civil Engineering and Construction Specialist's position is a key position in the PMU and reports directly to the Director of the PMU. The selected candidate is expected to contribute to and participate in the PMU's efforts pertaining to the planning and implementation of the relevant SWASTH's key goals.

DUTIES and RESPONSIBILITIES

The Civil Engineering and Construction Specialist's primary duties and responsibilities will include but not be restricted to:

- Develop standard designs and cost estimations for construction of new / upgradation of existing public health facilities in Bihar
- Prepare and supervise the implementation of an action plan for construction of new / upgradation of existing public health facilities in Bihar
- Prepare pre-qualification criteria, standard bidding documents and contracts for appointment of firms / agencies that would undertake the work of constructing new / upgrading existing public health facilities in Bihar
- Prepare detailed budget estimates (for inclusion in the State Plan) for constructing new / upgrading existing public health facilities in Bihar
- Liaise with the Bihar State Medical and Infrastructure Services Corporation Limited (BMSICL) to plan and oversee the construction / upgradation of public health facilities in Bihar
- Ensure that the sanctioned construction of new / upgradation of existing public health facilities in Bihar is taking place as per time and cost schedules
- Work in close partnership with the BTAST team as well as other governmental departments, development partners, research and academic institutions and private sector organizations to ensure the meeting of SWASTH goals relevant to the strengthening of the physical infrastructure in the public health sector in Bihar

REQUIRED SKILLS AND EXPERIENCE

- S/he should have at least 15 - 20 years of experience in Civil Engineering covering the following areas - Design and Construction of buildings, estimation and costing of civil structures and design and construction supervision. At least 5 - 7 years of the candidate's total experience must have been in senior managerial / advisory capacity with a reputed engineering / infrastructure firm in India or abroad
- S/he should hold a graduate degree in civil engineering from a reputed University in India or abroad with, preferably, Post Graduate qualifications in Construction Management / Building Design from a reputed institution / university in India or abroad.
- Should possess strong managerial and leadership skills.
- Must have effective decision making abilities, possess excellent communication skills, be a creative problem solver and have the ability to multi-task.

**9. Position: Data Entry Operator
Reporting to The Director, PMU**

Place of Posting – Patna

No. of Position – 4

Category – As per reservation Roster

The Data Entry Operator's positions are critical for the effective and efficient functioning of the PMU. The DEOs will report directly to the Programme Manager of the PMU.

DUTIES and RESPONSIBILITIES

The Data Entry Operators primary duties and responsibilities will include but not be restricted to:

- Undertake the entry of large volumes of technical and financial data in prescribed formats / software
- Analyze data under direction / supervision of the concerned technical specialist in the PMU
- Prepare standardized reports as per the requirements of the concerned technical specialist in the PMU
- Undertake any additional task as may be assigned to her / him by the Director (PMU) and / or a concerned technical specialist in the PMU or a senior official (Principal Secretary / Secretary / Additional Secretary / Joint Secretary) of DoHFW.

REQUIRED SKILLS AND EXPERIENCE

- S/he should be a graduate (in any stream) from any recognized University in India or abroad with additional certificates / diplomas in computer applications; or a diploma holder in information technology management
- Possess the ability to understand reporting formats and specific software and use the same
- Should possess the desire to work hard, learn and contribute to the effective functioning of a unit
- Must possess excellent communication skills and have the ability to multi-task under strict time pressures.

General Condition:

10. The recruitment will be on contractual basis for a period of 3 years which will be renewed every year based on performance.
11. The department reserves the right to cancel any or all the positions mentioned above without assigning reasons.
12. Candidates have to apply online. To apply online please email your application to swasth.health@gmail.com by 21.02.2012
13. Post applied for must be mentioned in the subject line of the mail.
14. Application must be sent in prescribed format which can be downloaded from the web site www.indiahealthtast.org
15. Applications received in other than prescribed format will not be accepted.
16. Only short listed candidates will be called for Test/interview. Original educational certificates and other testimonials must be carried at the time of interview.
17. No TA/DA will be given for attending the Test/ interview for any position.

**Executive Director
State Health Society, Bihar**