

# TERMS OF REFERENCE

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<b>Position</b>	: State Program Manager
<b>No. of Post</b>	: One
<b>Category</b>	: Unreserved
<b>Reporting</b>	: Executive Director, State Health Society, Bihar
<b>Location</b>	: State Head Quarter, Patna
<b>Duration of Initial Contract</b>	: Initially for one Year
<b>Age Group</b>	: Between 25 to 45 years on 01.09.2014

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## INTRODUCTION

The State Program Manager would be responsible for overall management of National Health Mission, Public Health, Planning, Advocacy, Partnership activities of the State Health Society. The person would be responsible for providing strategic inputs on public health activities to the Executive Director, State Health Society.

## LOCATION

The State Programme manager will be based in State Programme Management Unit (SPMU) of State Health Society Bihar, Parivar Kalyan Bhawan, Sheikhpura, Patna.

## SUMMARY OF ROLE AND RESPONSIBILITIES:

The primary duties and responsibilities of State Program Manager will include the following but not be restricted to:

- Lead and support the entire range of activities for developing and implementing annual project implementation plans of NHM.
- To assist the Regional Programme Management Unit (RPMU)/District Programme Management Unit (DPMU) in National Health Mission programme management activities like planning, budgeting, implementing, monitoring, supervising, evaluating and reporting.
- To link RPMU/DPMU with Stake holders of the programme within the State.
- To assist RPMU/DPMU in establishing inter-sectoral and inter-departmental coordination for NHM.
- Responsible for supporting in overall monitoring of Program related activities including design, development, and implementation of data collection tools and information systems.

- Provide feedback for policy and management at society level.
- Support process and impact monitoring of initiatives taken by State Health society.
- Systematic collection, documentation & Presentation of information regarding health system, health needs and inputs to the decision makers.
- Undertake field visits to project areas for monitoring of project activities and prepares routine reports on results of visits and project progress.
- Develop Presentations; generate tables, graphs and relevant statistical data for technical review and monitoring purposes will also be his/her responsibility.
- Supports in building capacities at Regional, District and Block level on programme planning, monitoring and reporting and their importance in programme management.
- Coordination and overall supervision of the entire planning process for the State Health Society.
- Prepare the capacity of the district and state level authorities on planning in coordination with Manager-Institutional Building.
- Coordinate with institutions like National Health Resource Centre for preparation of DHAP and SPIP as per norms of NRHM.
- To prepare monthly and quarterly reports on NHM programme management.
- Organize meetings of the Governing Body and Executive Committee including preparation of agenda notes, circulation of minutes and compilation of action taken reports etc.
- Create and maintain state resource database for the health sector including manpower, buildings, equipment and other support infrastructure.
- Coordinate with various state government departments on issues related to health on behalf of SHSB.
- Support in PPP initiatives undertaken by the State Health Society, Bihar.
- Ensure compilation, analysis & presentation of relevant information in meaningful formats and assist the Civil Surgeon in making informed discussions.
- Any other work assigned by the Executive Director, SHSB.

## **REQUIRED ESSENTIAL QUALIFICATION, SKILLS AND EXPERIENCE**

The State Program Manager should be a management specialist with at least 5 years of experience of NRHM projects and management of health related function at strategic level. Those having worked with a Government setup would be preferred. Other eligibilities are as follows:

- Post Graduate Degree or PG Diploma in Public Health from a Recognised University/Institution
- Experience of coordinating with government health programs and familiarity with functioning of government systems
- Good documentation and liasion skills
- Effective presentation, communication and writing skills in Hindi & English
- Computer proficiency with high level of familiarity with MS office and Internet.
- Familiarity with any one computerized accounting package is highly desirable.

- Demonstrated ability to work in a multi-disciplinary team environment.
- Willingness to travel to districts to provide support to district teams & ability to work on different assignments simultaneously to meet the timelines for assignments.

## REMUNERATION/COMPENSATION

Consolidated remuneration @ Rs. 50,000/- Per month

## SERVICE CONDITION AND RESPONSIBILITIES

The State Programme Manager will work and discharge his / her duties in consultation with Administrative Officer, SHSB under overall guidance of Executive Director, SHSB.

## PERIOD OF CONTRACT

Initially for a period of one (1) Year which may be extended subject to satisfactory performance and requirement.

## CONTRACT AGREEMENT

Selected Candidate will draw a contractual agreement with SHSB before joining the post.

## GENERAL CONDITIONS

1. The recruitment will be on contract basis for a period of one year, which may be renewed based on the performance & conduct.
2. Only shortlisted candidates will be called for interview. All original educational/experience/other certificates must be carried at the time of interview.
3. State Health Society, Bihar reserves the right to cancel the position mentioned in this advertisement without assigning reason.
4. Detailed Term of Reference (TOR), Qualifications/Experience/Emoluments of above positions and Application Form is available in the **HR Cell** of the society's official website [www.statehealthsocietybihar.org](http://www.statehealthsocietybihar.org)
5. The application may be sent to "**The Executive Director, State Health Society Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800 014**". The application must reach the office of the undersigned latest by **5:00 P.M. on or before 09.09.2014** through Registered/Speed Post/Courier.

**Executive Director**  
State Health Society, Bihar