

TERMS OF REFERENCE

General	
Position	District Programme Manager
No. of Post	One in each district - Bhojpur, Madhepura, Nawada, Kishanganj, Saharsa, Buxar & Supaul
Location	District Health Society
Duration of Contract	The recruitment will be on contractual basis up to the age of 60 years subject to following conditions: (A) Continuity of NHM. (B) Sanction of the post in RoP under NHM. (C) Availability of fund. (D) Performance is found satisfactory after objective review of work performance.
Eligibility Criteria	
Category : One in each district (Single)	
Maximum Age : UR (Male) – 37 yrs, UR (Female)- 40 yrs, BC/EBC (Male/Female)- 40 yrs, SC/ST (Male/ Female)- 42 yrs as on 1 st January, 2019. 10 years relaxation in age will be admissible to differently abled candidates.	
Essential Qualification : <ul style="list-style-type: none">• M.B.A or Post Graduate Diploma or Masters in Public Health (Regular Mode with 2 years course) from any recognized University/Institution.	
Desirable Qualification: <ul style="list-style-type: none">• Specialization in Public Health Management or Administration / Health Care and Hospital Management or Administration / Health & Hospital Management or Administration / Hospital Management or Administration / Health Management or Administration / Health Care Management or Administration.	
Other information/Requirements/Conditions	
Roles and Responsibilities : <ul style="list-style-type: none">• Provide managerial and supportive assistance to the concerned CMO in the respective district.• Work in close consultation with concerned CMO and other functionaries for ensuring smooth and effective implementation of the all national programmes particularly NHM.• Facilitate the working of the District Health Society as per the bylaws of the society.• Create and maintain district resource database for the health sector including manpower• The DPM would also be assigned responsibility to manage the Sadar Hospital in their district. They shall report to Deputy Superintendent in this regard.• Develop district level plans for optional allocation of resources at each facility. Ensure timely collection and compilation of demands and their timely dispatch.• Assist the CMO in developing the district work plan based on the National and State goals.• Ensure compilation analysis and presentation of relevant information in meaningful formats and assist the CMO in making informed decisions (MIS).• Develop strategy plans to improve the quality of services and present to the District Health Society for approval.• Undertake regular monitoring of initiatives being implemented in the district and provide regular report and feedback to the District Health Society and SHSB. Document the process approach and outcomes of the programmes on regular basis.• Reporting to the officers as per the agreement in the contract.	

Rajesh

@

- Keep records of all funds received by the District Health Society and release of funds to the various blocks.
- Keep track of expenditures under various heads by all health facilities in the district.
- Shall invariably attend all health related various meeting called in the district.
- Ensure that all reports regarding various programmes are sent to State Health Society, Bihar on time and any other tasks assigned by Civil Surgeon/ District Magistrate/ State Health Society, Bihar.

Desirable Skills :

- Excellent oral and written communication & presentation skills in English, Hindi and local language.
- High initiative taking capacity and familiarity with socio-cultural and socio-economic conditions of the state.
- Mobility across state is desirable and candidates must be willing to relocate.

Remuneration:

Consolidated remuneration of Rs. 32,000/- per month.

Agreement

Selected candidate will have to sign a contractual agreement with DPMU.

Rajesh

[Signature]