

राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, राजस्थान

State Institute of Health & Family Welfare, Rajasthan

Advt. No. SIHFW/NRHM-HRMA/09/4294

Date: Jan 22, 2010

Advertisement

Director, SIHFW Rajasthan invites applications for the following positions on temporary/ contractual basis for RCH 2 Project. The details of position and essential qualification are as under:

Sr. No	Designation	Qualification (Essential)	Experience (Essential)	TOR
1.	Consultant (Medical) Post- 2 Rs. 30,000 – 45,000/- (negotiable)	MD/DNB in PSM/ CHA/ Obst & Gynae/ Pediatrics / DPH from a recognized medical institute. MBBS with Diploma in Health/Hospital Management.	Minimum 3 years of professional experience in health sector.	1. Assist the Director in a) Undertaking training needs assessment b) Providing guidance to the districts in preparation of district training Plans c) Adoption and translation of the training material and curriculum according to state specific needs d) Technical appraisal of peripheral training institutions and e) Establishing competency certification system. 2. Play the lead role in training from peripheral institutions with specific focus in the area of maternal health (essential and emergency obstetric care) 3. Establishing linkages with hospitals/specialized training institutions selected for clinical skill development. 4. Assess the quality and effectiveness of training by undertaking district visits and also from the finding of household and facility survey 5. Organize state level training review workshops and meets for improving the quality and effectiveness of RCH training. 6. Submit quarterly technical reports to the director of the institutes and state training coordinator 7. Carry out any other relevant work assigned by the director of institute.
2.	Consultant (Management) Post-2 Rs. 30,000 – 40,000/- (negotiable)	Master Degree in Personnel Management/ Health/ Hospital Management/MBA in HR from a reputed recognized training institute with minimum 70%/ Or Management degree from Indian Institute of Management.	Administrative experience for 3 years in health sector.	1. Assist the Director and Senior Consultant in charge of RCH training in a) Management of RCH funds allocated for the collaborating institute and timely submission of SOEs ; b) Identification, Coordination and Monitoring the training activities of peripheral training institutions. c) Procurement of RCH goods and contractual services according to World Bank procedures. d) Organizing workshops and meetings. 2. Undertake regular field visits and bring the administrative and financial bottlenecks faced by the peripheral institutions to the notice of Director. 3. Submit monthly reports based on field visits to the senior consultant in-charge on physical progress of RCH training. 4. Guide the staff of peripheral institutions in financial management of RCH funds and preparation of SOEs to ensure timely submission. 5. Carry out any other relevant work assigned by the Director of the institute.
3	Personal Assistant (Female) Rs.15000/- PM	Graduate with secretarial course. good knowledge of spoken & written English along with knowledge of shorthand & typing (both Hindi & English), minimum "A" level Diploma in computer Application	3 years as a personal assistant to manager in a reputed firm/project/academic institute.	1. Provide secretarial assistance to the senior consultant in charge or other consultants 2. Maintain all files and assist in correspondence relevant to RCH training activities in the state 3. Assist in preparation of course material of RCH training programs, meeting and workshops 4. Carry out any other relevant work assigned by the Director of the Institute
4	Accountant cum computer assistant Rs.15000-18000/-PM	M.Com with minimum 60% marks/ MBA (finance) with diploma in Computer science(minimum "O" level)with knowledge of govt. accounting procedures and Tally 9	2 to 5 years or more experience as Accountant in Government/Large Autonomous / Non – Government Organization, preferably in health sector.	1. Analyze and generate reports as required by the consultants 2. Provide assistance in preparing background material for RCH training programs, meetings and workshops 3. Provide secretarial assistance as and when required 4. Keep Accounts of RCH 5. Maintain accounts books, prepare balance sheets, get audits done from time to time 6. Prepare SOE and UCs of the Funds as and when required 7. Carry out any other relevant work assigned by the Director of the Institute
5	Computer Assistant (2) for SIHFW Rs.6000/-PM	Graduate, Diploma in Computer Application (minimum "O" level), Knowledge of Hindi and English Typing	1-3 Years working experience	1. Data Entry, Maintaining files, Documentation, Letter Drafting and typing , 2. Candidate is required to maintain various data.

Note: The job description is indicative and competent authority reserves the right to change or amend or modify them in the interest of the program.

- Age Limit: Upper age limit 45 years as on the date of advertisement for all positions. Age may be relaxed by another 5 years for deserving candidates.
- Contract Period: Initially for a period of Eleven Month. Can be extended further depending upon performance.
- Computer Knowledge: Knowledge of working with computers is essential for all positions.
- Mode of selection: At the discretion of Director depending on the number of applications received.
- Last date of Application: Feb.5, 2010. Application received after due date, by any means, will not be accepted. Incomplete forms will be rejected.
- Only short listed candidates will receive communication by email/UPC. No personal communication in any form regarding eligibility/selection/results shall be entertained in any case.
- Salary is negotiable, will be based on merits, experience of candidate and recommendations of the Selection Committee.
- Candidates are required to apply in the format given below with attested copies of certificates/testimonials to the Director, State Institute of Health and Family Welfare, Rajasthan, Jhalana Institutional Area, South of Doordarshan, Jaipur-302004, along with nonrefundable DD of Rs. 750/- payable to the Registrar, SIHFW, Jaipur.