

राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, राजस्थान

State Institute of Health & Family Welfare, Rajasthan

Advt. No. SIHFW-2120

Date: August. 22, 2009

Advertisement

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

S. No	Name of Consultant Post	No.of posts	Remuneration	Qualification (Essential)	Experience (Desirable)	TOR
1	Consultant -Public Health	2	Rs. 35000-45000/-	PhD in Health system Studies Or Master's Degree in Public Health/MD (Community Medicine) or MPH with medical background from a reputed institute.	Minimum 5 Years experience of working with the health system, especially in training related positions.	<ol style="list-style-type: none"> Developing training modules for trainings under RCH II/NRHM and client specifications. Coordinating with the training institutes in the country for various training programs conducted by them and also taking information about the availability of facilities & manpower, administration and management of the institute, its training capacity and the source of funding. Coordinating and interacting with various program division of MOHW regarding different trainings for updating the trainings data base. Coordinating with NRHM for trainings in Rajasthan and different states, reviewing and analyzing training reports. Coordinating with SHSRC and ARC for ASHA trainings and monitoring of ASHA trainings across the State. Developing standard protocols in trainings, monitoring the quality assurance checklist for trainings, infrastructure and service delivery at the health facilities. Compiling various training related data, survey reports and analyzing it for the training division to develop state specific data base. Reviewing and analyzing National health Program's reports and scrutinizing Program Implementation Plan of State, Comprehensive Training Plans, trainings reports and preparing action point for performance improvement. Assisting State and SIHFW in developing comprehensive Training Plant 9CTP including types of trainings)based on training needs and training loads, maintaining & updating database on trainings. Trainers, trainees and training institutes to ensure synchronized training at the block district and states. Undertaking visits to Districts to monitor and review implementation of Comprehensive Training Plan, trainings (especially Skilled Trainings), program performance and submitting a technical report

						<p>to the Director-SIHFV with suggested action points for performance improvements.</p> <ol style="list-style-type: none"> 11. Conducting various training workshops, seminar at SIHFV. 12. Undertaking any other training related activity assigned by Director.
2	Consultant- Population sciences and Demography	1	Rs. 35000-45000/-	PhD degree in Population Sciences/Demography Or First class M.Phil degree in Pop. Sciences with diploma in Demography.	Minimum 5 year experience for Ph.D holders and 7 yrs for M.Phil of working with the health systems, especially in Research organizations/educational institutes in the area of Health, Family Planning, Trainings.	<ol style="list-style-type: none"> 1. Identify priority areas for studies in Health sector. Develop and execute Studies related to interventions in health sector. 2. Maintaining an up dated data base in relation to population and related Health Indicator for state and country. 3. Coordinating and interacting with various program divisions of DMHS to keep a track of all performance indicators. 4. Review of performance data and analyze the reasons for poor performance. 5. Making projections on Population and related Health indicators. 6. Developing standard protocols in trainings, monitoring the quality assurance checklist for trainings, infrastructure and service delivery at the health facilities. 7. Compiling data, survey reports and analyzing it for the training division to develop state specific data base. 8. Reviewing and analyzing national Health Program's reports and scrutinizing Program Implementation Plan of state, Comprehensive Training Plans, trainings reports and preparing action point for performance improvement. 9. Assisting state and SIHFV in developing comprehensive Training Plan (CTP including types of trainings)based on training needs and training loads, maintaining & updating database on trainings, trainers, trainees and training institutes to ensure synchronized training at the block district and states. 10. Undertaking visits to Districts to monitor and review program performance and submitting a technical report to the Director-SIHFV with suggested action points for performance improvements. 11. Conducting various training workshops, seminar at SIHFV. 12. Undertaking any other research related activity assigned by Director.
3	Consultant - Human Resource Development	1	Rs. 35000-45000/-	PhD Degree in Management with specialization in Human Resource Development.	Minimum 5 years experience of working with the health systems, especially in training related positions.	<ol style="list-style-type: none"> 1. Developing an HR policy/Manual for the State 2. Develop Recruitment & Selection, Induction & Orientation processes 3. Maintain an up dated data base on recognized degree/Diploma/and other relevant qualification along with the accreditation status of institutions offering these course. 4. Develop, organize and Impart managerial trainings for the internal employees and employees of Health services.

						<ol style="list-style-type: none"> 5. Develop Policies & Procedures for placement, reallocation, job enlargement, job enrichment and career advancement. 6. Develop job charts for different cadres of health services- 7. Develop and MIS for Human Resource in Health and make projections for requirements based on IPHS, nature of services, Program priorities and superannuation & attrition rates. 8. Develop rationale for Compensation and Benefits to be offered to contractual employees with a comparative statement in relation to other states. 9. Develop job specific manuals 10. Keep track of all circulars and notification issued by the health department. 11. Take up studies on job satisfaction among workers. 12. Take up studies on mismatched logistics, Human resources and nature of services offered at Public health Institutions 13. Undertaking any other activity assigned by Director.
4	Consultant Health Economics	1	Rs. 35000-45000/-	PhD Degree in Health Economics or First Class M.Sc./M.Phil. in Health Economics	Minimum 5 years experience for Doctorate holders and 7 Yrs. For Masters/M.Phil. Degree holders of working with the health systems, especially in Health Financing issues in any international organization or a Govt. National level Institute.	<ol style="list-style-type: none"> 1. Analyze the Health care expenditure in State and suggest action plan on investment priority, increasing cost effectiveness of care. 2. Analyze the Generic drug expenditure. 3. Take up studies on prescription audit. 4. Work out a plan for effective use of resources generated through RMRS and take up studies on RMRS 5. Analyze different issue related to health care financing and suggest alternative approaches 6. Study the PPP models and point out strengths and weakness with a plan for improvement 7. Organize training related to issues on Health care financing 8. Undertaking any other activity assigned by Director.
5	Consultant-HMIS	1	Rs. 35000-45000/-	PhD degree in Biostatistics/Statistics Or First class M.Sc. degree in Bio-statistics Or First class Masters Degree in Medical Informatics.	Minimum 5 years experience of working with the health systems, especially in training related positions.	<ol style="list-style-type: none"> 1. Strengthening Research 2. Designing studies in terms of sampling, protocol development, Tabulation plan 3. Supervising Data entries 4. Data Analysis using modern statistical tools. 5. Maintaining data base on various Health issues, Trainings and Human Resource in Health 6. Training the workers on latest HMIS adopted by GOI/Govt. of Rajasthan 7. Help State in Developing PIP 8. Develop and guide web/GIS based HMIS 9. Maintain Data Storage and retrieval mechanism. 10. Generate reports and disseminate 11. Analysis of Data on Trainings, Studies and Feedback 12. Develop training tools for HMIS for training of Health care providers. 13. Coordinate with Directorate's M&

						<p>E cell for collection, analysis and transformation of Data into information</p> <ol style="list-style-type: none"> 14. Provide data based evidence for health planning in the State 15. Developing standard protocols in trainings, monitoring the quality assurance checklist for trainings, infrastructure and service delivery at the health facilities. 16. Compiling various training related data, survey reports and analyzing it for the training division to develop state specific data base. 17. Reviewing and analyzing National Health Program's reports and scrutinizing Program Implementation Plan of state, Comprehensive Training Plans, Trainings reports and preparing action point for performance improvement. 18. Assisting state and SIHFW in developing Comprehensive Training Plant (CTP including types of trainings) based on training needs and training loads, maintaining & updating database on trainings, trainers, trainees and training institutes to ensure synchronized training at the block district and states. 19. Undertaking visits ton districts to monitor and review implementation of Comprehensive Training Plan, training (especially Skilled Trainings), program performance and submitting a technical report to the Director-SIHFW with suggested action points for performance improvements 20. Conducting various training workshops, seminar at SIHFW 21. Undertaking any other training related activity assigned by Director.
6	Consultant-Information Technology (IT)	1	Rs. 35000-45000/-	Ph. D in Information technology Or B – Tech in Computer Science Or BE- Electronics & Communication Engineering. Or First class BE(IT) Or First class M. Sc IT/ MCA	Minimum 5 years experience of working with the health systems, especially in training related positions.	<ol style="list-style-type: none"> 1. Maintaining the Hard ware and LAN 2. Developing Software for different studies, HR, Inventory Management. 3. Assist in Data Management, storage, retrieval 4. Developing and maintaining web site. 5. Training on computers to Health professionals 6. Designing studies in terms of sampling, protocol development, Tabulation plan 7. Supervising Data entries. 8. Data Analysis using modern statistical tools. 9. Suggesting on latest soft ware for Health Research 10. Networking 11. Assisting the Director in Developing presentations 12. Undertaking any other training related activity assigned by Director.
7	Sr. Research Officers(Public Health)	3	Rs. 25000/-	Preferably Master's Degree in Public Health/MD (Community Medicine) Or MPH with medical	Minimum 2 years experience of working with the health systems, especially in training related positions.	<ol style="list-style-type: none"> 1. Developing training modules for trainings under RCH II/NRHM and client specifications. 2. Coordinating with the training institutes in the country for variousntraining programs

				background from a reputed institute Or Masters degree in Health Administration. Or DPH with Post Graduate Diploma in Health Management. Or MBBS with Post graduate Diploma in Health Management.		<p>conducted by them and also taking information about the availability of facilities & manpower, administration and management of the institute, its training capacity and the source of funding.</p> <ol style="list-style-type: none"> 3. Coordinating and interacting with various program division of MoHFW regarding different trainings for updating the trainings data base. 4. Coordinating with NRHM for trainings in Rajasthan and different states. Reviewing and analyzing training reports. 5. Coordinating with SHSRC and ARC for ASHA trainings and monitoring of ASHA trainings across the State. 6. Developing standard protocols in trainings, monitoring the quality assurance checklist for trainings, infrastructure and service delivery at the health facilities. 7. Compiling various training related data, survey reports and analyzing it for the training division to develop state specific data base. 8. Reviewing and analyzing National health Program's reports and scrutinizing Program Implementation plan of state, Comprehensive Training Plans, trainings reports and preparing action point for performance improvement. 9. Assisting state and SIHFW in developing Comprehensive Training Plan (CTP including types of trainings) based on training needs and trainings loads, maintaining & updating database on trainings, trainers, trainees and training institutes to ensure synchronized training at the block district and states. 10. Undertaking visits to Districts to monitor and review implementation of Comprehensive Training Plan, trainings (especially Skilled Trainings), program performance and submitting a technical report to the Director –SIHFW with suggested action points for performance improvements. 11. Conducting various training workshops, seminar at SIHFW. 12. Undertaking any other training related activity assigned by Consultant and/or Director
8	SRO-Management	1	Rs. 25000/-	Minimum a Regular MBA with specialization in Human Resource Development or MBA-Health Management.	Minimum 3 years experience of working with the health systems, especially in training/research related positions.	<ol style="list-style-type: none"> 1. Developing an HR policy/Manual for the State 2. Develop Recruitment & Selection, Induction & Orientation processes 3. Maintain an up dated data base on recognized degree/Diploma/and other relevant qualification along with the accreditation status of institutions offering these course. 4. Develop, organize and Impart managerial trainings for the internal employees and employees of Health services. 5. Develop Policies & Procedures

						<p>for placement, reallocation, job enlargement, job enrichment and career advancement.</p> <ol style="list-style-type: none"> 6. Develop job charts for different cadres of health services- 7. Develop and MIS for Human Resource in Health and make projections for requirements based on IPHS, nature of services, Program priorities and superannuation & attrition rates. 8. Develop rationale for Compensation and Benefits to be offered to contractual employees with a comparative statement in relation to other states. 9. Develop job specific manuals 10. Keep track of all circulars and notification issued by the health department. 11. Take up studies on job satisfaction among workers. 12. Take up studies on mismatched logistics, Human resources and nature of services offered at Public health Institutions 13. Undertaking any other activity assigned by Director.
9	Sr. Research Officer(Research & Trainings)	1	Rs. 25000/-	MBBS with Post Graduate Diploma in Health Management Or First Class M.Sc. degree in Bio-statistics Or First class M.Sc.- Bioinformatics	Minimum 5 years experience of working with the health systems, especially in training related positions.	<ol style="list-style-type: none"> 1. Strengthening Research 2. Designing studies in terms of sampling, protocol development, Tabulation plan 3. Supervising Data entries 4. Data Analysis using modern statistical tools. 5. Maintaining data base on various Health issues, Trainings and Human Resource in Health 6. Training the workers on latest HMIS adopted by GOI/Govt. of Rajasthan 7. Help State in Developing PIP 8. Develop and guide web/GIS based HMIS 9. Maintain Data Storage and retrieval mechanism. 10. Generate reports and disseminate 11. Analysis of Data on Trainings, Studies and Feedback 12. Develop training tools for HMIS for training of Health care providers. 13. Coordinate with Directorate's M&E cell for collection, analysis and transformation of Data into information 14. Provide data based evidence for health planning in the State 15. Developing standard protocols in trainings, monitoring the quality assurance checklist for trainings, infrastructure and service delivery at the health facilities. 16. Compiling various training related data, survey reports and analyzing it for the training division to develop state specific data base. 17. Reviewing and analyzing National Health Program's reports and scrutinizing Program Implementation Plan of state, Comprehensive Training Plans, Trainings reports and preparing action point for performance improvement. 18. Assisting state and SIHFW in

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10	<p>Research Officers</p> <p>i. RO-Nutrition (1)</p> <p>ii. RO-Health (2)</p> <p>iii. RO-IT (1)</p> <p>iv. RO-Communication (1)</p> <p>v. RO-Gender and community participation (1)</p> <p>vi. RO-Documentation (1)</p>	7	Rs. 15000/-	<p>i. Minimum-A first class degree in Home Science.</p> <p>ii. MBBS</p> <p>iii. MCA/BE-IT</p> <p>iv. Masters in Journalism & Communication</p> <p>v. Masters Degree in Anthropology Or Masters degree in Pop. Sciences Or Masters in Women Studies</p> <p>vi. First class Masters degree in Documentation & Reprography</p>	Experienced would be given preference, Fresher with good academic background may also apply	<p>1. Design / Preparation of Research Plan, questionnaire / Interview Schedule/Reports</p> <p>2. Coordinate field interventions for data collection</p> <p>3. Coordinate preparation of training material, tools and methodologies for research work.</p> <p>4. Organize and arrange meetings with experts for research work.</p> <p>5. Provide data/ information for creation and updating of SHSRC /SIHFV website for regular information dissemination.</p> <p>6. Coordinate for generation of draft and subsequent reports</p> <p>7. Any other task that may be identified by Director SIHFV/SHSRC</p>

The job description is indicative, number of positions may vary as per the requirement; Director SIHFV authority reserves the right to change or amend or modify them in the interest of the institution.

- Application fee: Rs. 750/-
- Age Limit: Upper age limit 45 years as on the date of advertisement for all positions.
- Contract Period: Initially for a period of Eleven months, can be extended further depending upon performance.
- Computer Knowledge: Knowledge of working with computers is essential for all positions.
- Mode of selection: Merit/Written test and Interview as per the requirement of post.
- Last date of Application: Sep 5, 2009. Application received after due date, by any means, will not be accepted.
- Only short listed candidates will receive communication by email.
- Clearly mention the name of post applied for on Envelope.

Instructions before filling the application form-

Please read it carefully and check your eligibility before applying.

Applicants must ensure that the following documents are enclosed with the application. Applications without the required documents will not be entertained under any condition.

1. Two Recent Passport Size Photographs
2. Class X & XII Certificate
3. Proof of Residence.
4. Xerox copy of Legible Mark sheets of all the year/Semesters of Graduation and Post Graduation level with college certified Grade Points converted into Percentage
5. Bank Draft in Favor of REGISTRAR, SIHFV (Non Refundable) Payable at Jaipur.

6. Demand draft not to be stapled with application it should be sent in a separate envelope put into the main envelope with the name of the candidates and post applied for clearly mentioned on back of Demand Draft.
7. Only one valid mobile number and a valid e-mail ID (MUST)
8. Applications through Speed Posts/Hand delivered will only be accepted.
9. Pre selection queries will not be entertained.
10. All application in prescribed format neatly computer typed will only be accepted.

Candidates are required to apply in the format given below with attested copies of certificates/ testimonials to reach 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, by September 5, 2009.