

# राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, राजस्थान

## State Institute of Health & Family Welfare, Rajasthan

Jhalana Institutional Area, South of Doordarshan, Jaipur-302004

Advt. No.CRC/2011/5211/5211

Date: Feb 28, 2011

### Advertisement

For Communication resource Center at State Institute of Health and Family Welfare, Jaipur, Director -SIHFW announces vacancies for professional staff. The initial appointment of staff will be till 31.12.2011, renewable based on performance and continuation of Project.

Sr. No.	Name of the post	Qualification (Essential)	Experience (Desirable)	No. of posts	Package per month (Consolidated)
1.	Faculty-Monitoring& Evaluation	PhD /Post graduation in Statistics/Applied economics	Minimum 5 years experience for Doctorate Degree holders and 7 yrs. for Postgraduate degree holder in Research/formative research	01	45000-55000/- pm
2.	Faculty-Capacity Building and Community Mobilization	PhD. (communication) or Post Graduate Degree in Communication with diploma in training and development. Or- PG degree in anthropology with diploma in training and development or PhD in Education	Minimum 5 years experience for Doctorate Degree holders and 7 yrs. for Postgraduate degree holders. In designing and implementing training programmes	01	45000-55000/- pm
3	Faculty-Material Development	Post graduate degree in communication sciences with diploma/ certificate courses in media writing/ writing for TV/Radio/creative writing	Minimum 7 yrs. with practical experience of developing materials print/ electronic with media houses, radio or television stations, govt units- DAVP/ Training institutes/ IEC Bureau or any others. Knowledge of IT skills in media materials development and prototypes	01	40000-50000/- pm
3.	Consultant-Documentation	Masters in communication sciences,	Minimum 5 years experience with documented evidence in Research and Publications in English and Hindi	01	30000/- pm
4	Consultant-Graphics designing cum Animation specialist.	Post graduate degree in graphic designing and animation	Minimum 3 years experience in graphics/animation	01	40000/- pm

**Note:**

1. The job description is indicative and competent authority reserves the right to change or amend or modify them in the interest of the program.
2. All the positions required extensive travel across the state, -minimum seven days in a month
3. Salary is Negotiable .Suitable start may be offered on the recommendations of the Selection Committee.
4. Selection shall be based on merit/ written exam/ personal discussion or all or any other means that the Director feels will be appropriate under the situation
5. The selection committee can recommend relaxation of experience in case of deserving candidates.
6. For all positions, proficiency with computers is mandatory
7. No telephonic/ mail queries shall be entertained.
8. **Last date of receiving the applications is March 10, 2011, Application received after due date, by any means, will not be accepted.**
9. Only short listed candidates will receive communication by email.
10. Clearly mention the name of post applied for on Envelope.
11. **A plain application does not entitle any applicant to claim for recruitment**

**Age limit:** Upper age limit is 45 for all the positions

**Duration:** Appointment will be initially for a period up to 31.12.2011, extendable subject to performance and project continuation.

*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 **non-refundable DD of Rs. 1000**, payable to the Registrar, SIHFW, Jaipur.*

**Instructions before filling the application form-**

Please read it carefully before applying and check your ability.

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. A Non refundable Bank Draft of Rs. 1000/- in favor of REGISTRAR, SIHFW, payable at Jaipur.
6. NOC from your last employer (must).
7. Salary Certificate(Last drawn)
8. Demand draft not to be stapled with application it should be sent in a separate envelope put into the main envelop with the name of the candidates and post applied for, clearly mentioned on back of Demand Draft.
9. Only one valid mobile number and a valid e-mail ID (MUST)
10. Only applications through Speed Posts/Hand delivered will be accepted.
11. Pre selection queries will not be entertained.
12. All application in prescribed format only, neatly computer typed, will be accept

## **TOR for the posts:**

**The common terms of reference for the advertised posts shall be –**

### **Faculty - Monitoring and Evaluation**

1. Developing a detailed design for the approved M&E system for BCC activities
  - a. develop indicators
  - b. devising tools for M& E
  - c. devising monitoring formats
  - d. establishing a system of regular monitoring
2. To undertake regular independent monitoring visits in the Districts/blocks
3. Compile all available data/ information related to BCC activities
4. Maintain Status update on CRC activities
5. Review & Documentation of available communication material at State/ GOI /development partners
6. Take up research and evaluation studies on health seeking behavior, identification of best practices and help team in developing communication strategies based on documented evidences
7. Assist in the capacity building program for system and NGOs related to M&E
8. Generate periodic reports on progress of CRC.
9. All other work assigned by Director

#### **Reporting to:**

The M & E faculty shall directly report to Director-SIHFV

### **Faculty- Capacity Building**

1. Develop a phased plan based on priority for Capacity Building Plan for service providers and NGOs.
2. Organizing, supervising and management of state level training for IEC/BCC capacity building of service providers of various levels ;including
3. Assessing training needs
4. Developing training modules and contents,
5. Scheduling trainings programs,
6. Identifying the pool of resource persons at local/ regional, state and national level
7. ToT for developing Master trainers
8. Monitoring training and assessing impact evaluation in consultation with Faculty-M &E.
9. Establish relation between inputs and outcomes of training initiatives under the centre, assist the Director in discussions on identifying bottlenecks and corrective steps to achieve the expected outcomes.
10. Help the team in documentation and material development for trainings/ dissemination among stake holders and populace

#### **Reporting to:**

Faculty will work in coordination with state coordinator and report to Director SIHFV.

### **Faculty- Material development**

1. Stock taking of available health communication messages, material and channels.
2. Review of available studies on these IEC inputs.
3. Development of new key messages, identifying the distorted messages, improving the same.
4. Co-ordinate with partner agencies for developing draft messages and draft materials.
5. Conduct-field testing of these messages and finalization.
6. Develop guidelines for preparation and handling of key messages and material.
7. Overall supervision of material resource distribution and utilization.
8. Administration and management of message development, documentation, research and training.

9. Scheduling and organizing delivery of AV and IEC material
10. Manage contracts and deliverables from external agencies/partners.
11. Conduct research on End -use monitoring and tracking of materials , usefulness and effectiveness with audiences
12. Manage Procurement, logistics and supplies.
13. Supervise in development of Media Plans, media co-ordination and communication materials.
14. Interim feedback analysis of messages and material being utilized at fields and incorporating the feedbacks in refinement of messages and materials, if required.
15. Carry out any other task assigned in pursuance of objectives of the Centre.

**Reporting to:**

Faculty will work in coordination with state coordinator and report to Director SIHFW.

**Consultant – Documentation**

1. Assist in developing need based, program specific, client centered BCC/ IEC / Advocacy material and ensure its availability and reach to the desired population.
2. Documents best practices, case studies and briefs of Health communication initiatives in State or National level.
3. Compilation of event coverage reports and documentation of the same.
4. Document national reports and policy reviews.
5. Prepare and plan documents of formative research and study reports (based on Knowledge, attitudes and practices).
6. Document prototypes of IEC material, (print and AV, scripts etc.)
7. Manage storage and distribution of AV aids.
8. Manage and operationalize Still and Video library.
9. Carry out any other task assigned in pursuance of objectives of the Centre. The consultant will work in close coordination with other members of the Centre.

**Reporting to:**

Consultant will work in coordination with state coordinator and overall supervision of Director SIHFW.

**Consultant-Graphic designing**

1. Design and develop spots on key messages
2. Document and edit the available messages, including the distorted.
3. Co-ordinate with Faculties and other consultants for development of AV aids and IEC materials for prints & electronic media
4. Assist CRC in organizing pre and post testing of communication material
5. Plan and organize displays, exhibits and telecast through agencies.
6. Production of electronic material, with help of agencies.
7. Manage AV lab, equipped with screening facilities.
8. Carry out any other task assigned in pursuance of objectives of the Centre. The consultant will work in close coordination with other members of the Centre.

**Reporting to:**

The individual will provide periodical reports on the progress and status of all issues assigned to him. The consultant will work in coordination with state coordinator and overall supervision of Director SIHFW.

राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, राजस्थान  
**State Institute of Health & Family Welfare, Rajasthan**

**APPLICATION FORM**  
**(Downloadable)**

To,  
Director,  
State Institute of Health & Family Welfare, Rajasthan  
Jhalana Institutional Area,  
South of Doordarshan Kendra  
Jaipur- 302004

Dear Sir,

With reference to the advertisement No. ----- Dated-----, that  
appeared in ----- (Name of website/newspaper), I submit my application for the post of -----

1. Position applied for:

2. Name (In Block Letters):

3. Father/Husband's Name:

4. Date of birth (DD/MM/YY):

D	D	M	M	Y	Y
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5. Sex:

Male  Female

6. Religion:

7. Category (✓ the appropriate box):

SC	ST	OBC	Gen.
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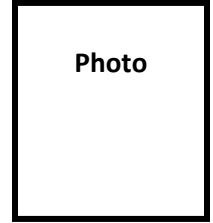
8. Nationality

9. Marital status: Single  Married  Separated  Widow(er)  Divorced

10. Postal address:

11. Permanent address:

12. Email-id\* **(must)**



13. Telephone No (With STD Code)

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14. Mobile No.\* (must)

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15. Fax No.:

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16. Educational qualification (Secondary onwards. Please list all your qualifications starting from the highest qualification acquired):

S. No.	Degree	University / Board & location	Year of Passing	Percentage / Rank/Grade	Major Subjects

17. Employment record:

a. Total years of post qualification experience:

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b. Years of experience in the development/ health sector:

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c. Years of experience in Government:

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18. Employment history (Starting from the present one) (use separate sheets if required)

Designation:	Name of organization	From (month/year):	To (month/year):	Name of employer:	Major responsibilities

19. Languages known:

Languages	Excellent	Good	Working Knowledge
Hindi			
Speak:			
Write:			

English			
	Speak:		
	Write:		
Others			
	Speak:		
	Write:		

20. Publication/ Research Papers (attach Xerox copies)

21. Professional Affiliations

22. References (list two persons, not related to you, who are familiar with your

Experience and qualifications:

S. No.	Name	Designation	Address	Contact no.

23. Would you accept contractual employment for less than one year YES  NO

24. Any other information:

**Declaration:**

I certify that all information furnished by me is true, complete and correct to the best of my knowledge.

Signature with full Name:

Date:

Place:

List of attachments

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. NOC from your last employer (must).
6. Salary Certificate (Last drawn)
7. Demand draft
8. Experience certificate