

TERMS OF REFERENCE

Project Name: Mizoram Health System Strengthening Project

Job title- Office Assistant

No of vacancies: 1.

Place of Posting: UPHC Hrangchalkawn, Lunglei

Reporting to: Medical Officer, UPHC Hrangchalkawn, Lunglei.

A. PROJECT BACKGROUND

The Department of Health and Family Welfare, Government of Mizoram is implementing Mizoram Health Systems Strengthening Project (MHSSP) with financial and technical assistance from the World Bank. The Project with support from World Bank aims to improve the management, quality, accessibility and delivery of health services in the state of Mizoram. The Project Management Unit (PMU) established under the Project Director is responsible for overall supervision, overseeing day to day project implementation and co-ordination with other stakeholder agencies.

B. PROJECT OBJECTIVE

The Project Development Objective (PDO) is "to improve management capacity and quality of health services in Mizoram." The project aims to improve the quality of and access to health delivery system as well as strengthening of governance and management capacity. The project will target investments towards health facilities and interventions across the state over the five-year project duration. The project will accomplish these objectives through implementation of four components:

- I- Strengthen management and accountability through Internal Performance Agreements.
- II- Improve the design and management of the state health insurance programs.
- III- Enhance the quality of health services and support innovations.
- IV- Contingent Emergency Response Component.

C. SCOPE OF WORK

The Office Assistant staff will provide support to Project Staff for efficient execution of Project Objectives. The staff will be deployed in the UPHC Hrangchalkawn office on a full-time basis. He/she will report to MO and coordinate and assist the existing staff within the Office

D. QUALIFICATIONS

- (a) Applicants must possess a degree of at least B.Com/B.A or equivalent from recognized board.
- (b) Age limit between 20 to 40 years.

E. SPECIFIC INPUTS TO BE REPRESENTED BY THE MHSSP

- a) The gross remuneration budgeted for the position is Rs. 7,000/-PM.
- b) Location:UPHC Hrangchalkawn, Lunglei.

F. SPECIAL TERMS AND CONDITIONS/ SPECIFIC CRITERIA

The position is purely on contractual basis. The initial contract will be for three months at a time and extended on satisfactory performance. Extensions will be given on the basis of review of performance by the IPA UPHC HRANGCHALKAWN, Lunglei

Short listed candidates will be informed via phone call. Selection will be made on the basis of:

- a) Interview
- b) Scrutiny of the original degrees and certificates

G. LAST DATE FOR APPLICATIONS:

Eligible candidates interested in this position are requested to submit their applications to the Medical Officer, UPHC Hrangchalkawn, Lunglei District, Lunglei, Mizoram – 796701, on or before 29th September 2023 in person/email (uphchrangchalkawn@gmail.com)/postal service.



(Dr VL HRECHIANGA)
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