

TERMS OF REFERENCE

Project Name: Mizoram Health Systems Strengthening Project
Job Title: Group-D
Number of Vacancies: 1
Place of Posting: New CMO Office Building, Lunglei District
Reporting to: Chief Medical Officer, Lunglei District, Lunglei

A. PROJECT BACKGROUND

The Mizoram Health Systems Strengthening Project (MHSSP) is an initiative implemented by the Department of Health and Family Welfare, Government of Mizoram, in collaboration with the World Bank. The project aims to enhance the management, quality, accessibility, and delivery of health services in Mizoram. The Project Management Unit (PMU), under the supervision of the Project Director, is responsible for overseeing project implementation and coordinating with relevant stakeholders.

B. PROJECT OBJECTIVE

The objective of the MHSSP is to improve the management capacity and quality of health services in Mizoram. The project focuses on enhancing the quality and accessibility of healthcare facilities, strengthening governance and management capacity, and implementing health interventions across the state. To achieve these objectives, the project is divided into 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 Group-D staff will be stationed at the New CMO Office Building on a full-time basis and will report to the Chief Medical Officer. The specific responsibilities include:

1. Guarding the premises of the New CMO Office and ensuring the safety of staff, visitors, and property.
2. Monitoring access points, conducting regular patrols, and preventing unauthorized entry.
3. Operating and monitoring security equipment, including CCTV cameras and alarm systems.
4. Reporting any security incidents, breaches, or suspicious activities to the appropriate authorities.
5. Assisting in the implementation and enforcement of security policies and procedures.
6. Coordinating with the PMU Consultants within the district as required.

D. QUALIFICATIONS

The Group-D should meet the following qualifications:

1. Minimum educational qualification of at least Class- 8 from a recognized board.
2. Age between 18 to 40 years.

E. SPECIFIC INPUTS REPRESENTED BY THE MHSSP

- a) The gross remuneration budgeted for the position is Rs. 8,000/- per month.
- b) Location: New CMO Office Building, Lunglei District, Lunglei.

F. SPECIAL TERMS AND CONDITIONS/SPECIFIC CRITERIA

The position is purely on a contractual basis. The initial contract will be for three months and may be extended based on satisfactory performance. Extensions will be granted upon review of performance by the IPA CMO Office Committee, Lunglei.

Shortlisted candidates will be contacted for an interview, and their original degrees and certificates will be verified.

G. LAST DATE FOR APPLICATIONS

Interested candidates who meet the eligibility criteria are requested to submit their applications in person, via email (lunglei.cmo@gmail.com), or through postal service to the following address:

Chief Medical Officer H&FW Department Lunglei District, Lunglei, Mizoram – 796701

Applications must be submitted on or before 30th July, 2023.