

## **Terms of Reference**

### **Consultant – Human Resources for Health/ Health Policy and Integrated Planning**

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM) as an autonomous registered society, to channelize technical assistance and capacity building support to the states for strengthening the public health system. The NHSRC is also mandated to contribute towards National strategic health planning and programme design.

**About HRH/ HPIP division:** The Human Resources for Health/ Health Policy and Integrated Planning division of NHSRC focuses on providing support and technical assistance to the MoHFW and to the states in strengthening HRH, developing policies regarding health systems strengthening and integrated planning.

The team has been supporting the states in,

- developing comprehensive strategies for HRH,
- strengthening HR cell at state level through capacity building for comprehensive management of all staff,
- devising strategies for improving planning, recruitment and retention of HRH, workforce management and performing salary rationalization,
- implementing health systems approach
- strengthening Integrated planning

The team also conducts systematic studies for formulation of evidence-based plans related to HRH.

If you have a commitment to health equity and excellence, here is a unique chance to work with a team committed to shaping the public health landscape in India. The position offers you an opportunity to actually participate in the process of strengthening health systems, improving health service delivery and enabling positive health outcomes, through hands on implementation assistance at national, state and district levels. Working with a transdisciplinary team, you can discover, adapt, co-create and disseminate solutions to multiple challenges related to service delivery systems, universal primary health care, human resources for health, community processes, health financing, quality of care, public health planning and health promotion. This is an opportunity to support health systems strengthening at scale, learn from district and sub district implementation, undertake knowledge translation, and enable realization of the vision of universal health coverage.

NHSRC intends to engage Consultant – Human resources for Health/ Health Policy and Integrated Planning, purely on contractual basis.

#### **Roles and responsibilities**

- Support states in strengthening their HRH planning and management practices.
- Review various publicly available data and the data shared by states on HRH; analyse the data and prepare reports. Conduct regular review of recruitment undertaken by states and monitor vacancy.
- Monitor the status of HRH of the assigned states on regular basis and facilitate implementation of IPHS and other HRH related directives by MoHFW.
- Conduct regular field visits for monitoring and provide supportive supervision on HRH and programme management.
- Appraise the Programme Implementation Plan (PIP) of the states and prepare discussion points for NPCC. Provide recommendations based on decisions taken during NPCC and as per NHM norms.
- Collect data from states as per requirement of the ministry and the division
- Prepare concept notes of studies as per the annual plan; conduct the study, collect data, analyse and prepare good quality study reports.
- Prepare response for the various queries and RTI received.
- Provide Technical Assistance in areas related to health systems strengthening
- Maintain database of all relevant documents and data related to allocated work area
- Undertake other assignments, which may be assigned from time to time by the Reporting Officer.

#### **Qualifications, skills and experience**

##### **Qualifications:**

- MBBS with Masters/ post-graduate diploma in Public health, Health Management, Health Economics, Hospital Management Or

- Other non-MBBS candidates with a full time 2 years MBA/ Masters degree or post-graduate diploma in public health, hospital management. Among non-MBBS, graduates in Economics, Nursing, Psychology, Physiotherapy with Masters in Public Health would be preferred.

#### **Experience:**

- In case of MBBS candidate with Masters/ PGD in Public Health and associated field as described above, at least a year of post qualification experience in public health sector. Preference would be given to those who have practiced medicine in PHC/blocks or have been part of the NHM.
- In case of non MBBS candidates, at least two years public health work experience is required. Candidates with experience in consulting, particularly those who have worked on State/MoHFW assignments would be preferred.
- Work experience/Competence in the area of planning particularly at State/district/block level for health or health systems strengthening would be an advantage.

#### **Skills:**

- Understanding of Human Resources for Health and other health issues in Indian context
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point. Internet savvy- i.e. good at web surfing to search relevant data and documents.
- Excellent writing and analytical skills
- Understanding of research and knowledge of qualitative and quantitative research methodologies
- Able to triangulate and analyse data (qualitative and quantitative) and prepare report
- Ability to work in a team setting
- Ability to work on different assignments simultaneously to meet the requisite timelines

#### **Other important qualities:**

- Essentially an avid and fast learner
- Passionate and motivated to work on public health issues and complete assigned tasks on time and is open to learning
- Flexible to put in hours beyond the usual office timing to finish the assigned task
- Good at follow through practices and a penchant for finishing quality work
- Willingness to travel to states and districts to provide technical assistance

*Formal educational qualification, age and experience could be relaxed when there is published work of high quality or wherever there is work experience of specific relevance.*

The above roles and responsibilities, qualifications, skills and qualities are required to succeed at work in NHSRC. We have a strict probation policy and those who do not meet these requirements are not confirmed. If you have the ability and strong conviction to prove yourself through good work, you are invited to apply for the posts advertised.

**Age Limit:** 40 years & below. (As on last date of application)

**Location:** New Delhi with willingness to travel on need basis

**Consultancy Fee Band:** Between Rs. 60,000/- to Rs. 1,20,000/-

Actual remuneration would depend on educational qualifications, experience and past salary.

There could be multiple rounds of tests for selection consisting of all/any among written test (subjective and objective), Data analysis/interpretation, Computer proficiency and interview. Wherever possible it will be conducted virtually.

- Candidates selected in this interview could be considered for other vacant positions at NHSRC requiring similar skill sets and at appropriate level.

**To Apply:** Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to [nhsrc.hrh@gmail.com](mailto:nhsrc.hrh@gmail.com) **only by 14-October-2020**. Applications submitted in other formats or through other channels with an intent to influence may be a reason for rejection. Please ensure that the post applied for is clearly mentioned on the application form, without which the application form will not be accepted.