

**Terms of Reference
Consultant (Admin) (CTD)**

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare (MoHFW) is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

Responsibilities:

1. To manage all administrative matter related to Revised National Tuberculosis Control programme at the Central TB Division
2. To Coordinate with states/UTs for administrative management of the programme
3. To coordinate with all stake holders including donor agencies.
4. To assist budgeting and financial management related to the project
5. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
6. Any other relevant job as and when assigned by the CTD

Essential Qualification / Requirements

Post Graduate in any discipline / Graduate with 60% marks with minimum of 10 years of experience in administration/establishment

OR

Graduate in any discipline with minimum 60% marks with post graduate Diploma/Degree in Administration or management with minimum 3 years' experience in Administration/ Establishment.

Preferential Qualification/Skills

Experience in RNTCP is desirable

Proficient in MS Office

Reporting

The overall In charge of Consultant (Admin) would be the ADDG-TB.

Age

Up to 65 years as on last date for receiving application and ready to travel extensively.

Remuneration

Remuneration Range: Between Rs. 1, 00,000/- to Rs. 1, 55,000/- per month

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 recruitments.ctb@gmail.com only by **29-Nov-2019**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted.