

**Terms of Reference**  
**Consultant –Human Resources**

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.

NHSRC intends recruiting Consultant (HR) purely on contractual basis.

**Location:** New Delhi

**Role and Responsibilities:**

- Managing all HR functions at the NHSRC Office and oversee all HR activities of its branch offices.
- Implementing of HR Strategies in NHSRC towards effective Human Resource Management.
- Preparing Terms of References / Job Advertisements / Tender Documents / SOPs / HR Policies, as and when needed.
- Undertaking recruitment of consultants for NHSRC and MoH&FW.
- Developing MOUs with Department of Ministry of Health & FW for recruitment of consultants.
- Finalizing Contract arrangement with recruitment agencies, as and when needed.
- Management of in house capacity development
- Managing MIS / Trackers / Database / Dash Boards
- Creating Forms & Format – as and when required
- Research for new policies / procedures / best practices on HR
- Conducting Reference Checks, Preparing Offer Letters & Contracts, Induction of Consultants
- Undertake any other assignments, which may be assigned from time to time by the Human Resource Manager, Principal Administrative Officer or the Executive Director, NHSRC.

**Competencies and Experience:**

- MBA / PGDBM in HR from a recognized university/institution.
- Minimum (5) years of work experience in Recruitments & other HR functions.
- Computer proficiency in MS Office – Word/ PowerPoint and advance excel skills.
- Excellent verbal & written communication skills.
- Ability to complete multiple tasks under pressure and should be a team player
- Knowledge of working on automated attendance system / any HRMIS software is desirable
- Knowledge and experience of governmental recruitment, documentation, filing process and procedure in Human Resource management will be an advantage.

**Age Limit:** 40 years below. Age can be relaxed for a suitable candidate.

**Note:** It is mandatory to mention Age, Year of Passing the Degrees, Current and Past Employment dates on your resume, without which it will not be accepted.

Applications must reach by 4 p.m. on 3-Jan-2015 by email to [consultant.hr.2014@gmail.com](mailto:consultant.hr.2014@gmail.com) or by post / by hand to HR Manager, NHSRC, NIHFWS Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067. Please ensure to mention post applied for on the envelope (in post) and subject-line (in e-mail), without which applications will not be accepted.