

## Terms of Reference

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.

NHSRC on behalf of Ministry of Health & Family Welfare intends recruiting the following position purely on contractual basis.

**Position Title:** Coordinator – Monitoring and Evaluation and Capacity Building

**Functional domain:** Operations

**Reporting to:** JS (RSBY), MoH&FW

### **Key responsibilities:**

- Monitor different activities of the program such as functioning of Insurer/TPAs, hospitals, Field personnel, monitoring achievement of goals of the scheme, etc.
- Organize routine, periodical and surveillance visits to all the entities participating in the scheme to ensure that all processes are running as per defined standards.
- Develop a compact monitoring team- both internal and external, to carry out various tasks, including an external monitoring agency or agencies as needed.
- Develop a capacity building plan for the organization and ensure implementation thereof.
- Develop and coordinate risk and control assessment programs, fraud triggers and business intelligence tools.
- Design and implement feedback forms including in local vernacular ascertaining awareness, utilization of benefits by beneficiaries and healthcare outcomes.
- Facilitate baseline survey and impact assessment by the organization.
- Report to the JS on all exceptional findings and provide routine dashboard support.
- Provide technical support and guidance to State nodal entities and teams and help in their capacity enhancement in all TORs related to monitoring and evaluation, and capacity building.

### **Qualifications:**

- Postgraduate qualifications in Statistics, Project Management or Business Administration or Public Health.
- Minimum of 5 years of working experience in a similar role focused primarily on M&E in a comparable organization.
- Experience in supervisory capacity in the public health system for at least 15 years.
- Experience in M&E of Health schemes.
- Basic knowledge of project management software, statistical software, relational databases and excellent knowledge of MS Office.

### **Required Skills:**

- Strong analytical skills.
- Strong strategic focus, analytical and project management skills.
- Excellent interpersonal and communication skills.
- Ability to operate effectively with people at all levels of the business.
- Strong business acumen.
- Excellent command of the English and local working language.

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

**Location:** MoH&FW, New Delhi

**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 **18-Mar-2015** by email to [rsby.cmech.2015@gmail.com](mailto:rsby.cmech.2015@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.