

## Terms of Reference – Short Term Consultant – Human Resource

### NHSRC - National Health Systems Resource Centre

NHSRC is Registered Society under the aegis of Ministry of Health & Family Welfare, Government of India, to provide technical support to National Health Mission (NHM)

**Location:** New Delhi

### Role and Responsibilities:

#### ***Assisting HR Manager in:-***

- 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
- 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.

#### ***Individual Contribution with minimal supervision:-***

- 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

### 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 governmental recruitment, 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 17-Nov-2014 by email to [st.consultant.hr2014@gmail.com](mailto:st.consultant.hr2014@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.