

Terms of Reference
Short Term Consultant –Human Resources and Admin

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 Short Term Consultant – Admin & Human Resources purely on contractual basis.

Role and Responsibilities:

- Assist Human Resource Manager in managing all HR functions at the NHSRC Office and oversee all HR activities of its branch offices.
- Preparing Terms of References / Job Advertisements / Tender Documents / SOPs / HR Policies, as and when needed.
- Work on automated Attendance System / HRMIS software and generate reports as and when required.
- Managing MIS / Trackers / Database / Dash Boards.
- Creating Forms & Format – as and when required.
- Conducting Reference Checks, Preparing Offer Letters & Contracts, Induction of Consultants.
- To manage PAO's calendars and set up meetings as directed.
- Maintain electronic and paper records ensuring information is organized and easily accessible.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.), sort in the respective folders.
- To priorities agenda and assist in planning appointments, board meetings, conferences etc.
- Assist to prepare presentations or reports as assigned.
- Assist in compiling, proofread and revise drafts of documents and reports.
- Ensure efficient and effective administrative information and assistance.
- 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.

Eligibility:

- MBA / Post Graduate Diploma (2 Years) in HR from a recognized university/institution with Minimum 4 years of post-qualification work experience in Recruitment & other HR functions.
- Working experience in Government / Social Sector is desirable
- Knowledge and experience of governmental recruitment, documentation, filing & correspondence process in Human Resource Management will be preferable.
- Knowledge of working on automated attendance system / any HRMIS software
- 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.
- Formal educational qualification could be relaxed for candidates with longer relevant experience in HR.

Age Limit: 35 years & below (As on last date of application)

Location: New Delhi with Willingness to travel on need basis

Contract tenure: Three months and extendable

Remuneration Range: Between Rs. 60,000/- to Rs. 90,000/- per month

****Fee offered within the band will be commensurate qualification and experience***

Note: As this is a short term assignment;

- Preference will be given to candidates residing within Delhi/NCR region.
- The selected candidate will be required to join within 7 days.

How 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 shortterm.nhsrc@gmail.com by **14th January 2021**. 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.