

Term of Reference
Short Term - Consultant Administration

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- Administration purely on contractual basis.

Role & Responsibilities:

- Assist the Principal Administrative Officer in overall management of Administration.
- Handle and prioritize all outgoing or incoming correspondence of PAO (e-mail, letters, packages etc.), sort in the respective folders
- Priorities agenda and assist in planning appointments, board meetings, conferences etc
- Maintain electronic and paper records ensuring information is organized and easily accessible
- Assist in compiling, proofread and revise drafts of documents and reports.
- Office Procedure -File maintenance, meeting schedules, facilitating travel plans including booking of Air & Rail tickets and accommodation, managing appointments, routine correspondence, drafting & noting.
- Ensure efficient and effective administrative information and assistance.
- Coordination & Liaising with other departments & organizations such as National Institute of Health Family Welfare, Transport vendor and other agencies of outsourcing, etc.
- Facilitating support for conduct of meetings, workshop, consultation, etc.
- Assist in Procurement of Goods & Services, Vendor Management and Management of out-sourced support services
- 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:

- Post Graduate in any stream from a recognized university/institution.
- Minimum 5 years of post- qualification work experience of working in Government (Central or State). Defense persons will be preferred.
- Office Assistant /secretarial assistant course from any recognized institution is mandatory.
- Excellent administrative, organizational and planning skills with attention to detail.
- Computer knowledge and experience of MS word & Excel spread sheet.
- Should be aware of Govt. Rules and Regulations, GFR, Tender formulation etc.
- Knowledge of Registry Procedures and Travel / Fleet Management
- Good writing and verbal communication skills
- Ability to complete multiple tasks under pressure and should be a team player.

Age Limit: 55 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 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.

• **Candidates selected in this interview could be considered for other vacant positions at NHSRC requiring similar skill sets and at appropriate level.**

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 11th Feb 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.