

Terms of Reference
Technical Officer (Drugs & Logistics) (CTD)

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Central TB Division, Ministry of Health & Family Welfare (MoHFW) is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

Responsibilities:

1. To maintain and update the data base of manufacturers/suppliers of program drugs and logistics.
2. To prepare documents for national/state level procurement including invitation for competitive bids, quotations, Direct Shopping or Direct Purchase on a case to case basis.
3. To assist CTD in conducting pre and post procurement quality assessment.
4. To prepare report on Central level NTEP procurement.
5. To track and review the periodic procurement reports from the states and provide feedbacks. Monitoring and evaluation of state level procurements based on the state annual action plans.
6. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
7. Monitor the performance of manufacturers/suppliers in preventive maintenance of equipment under warranty and initiate statutory procedures on non-compliance.
8. Monitor the states for timely engagement/ renewal of contracts of agencies for preventive maintenance of equipment.
9. To ensure timely action by the GMSDs/states to prevent expiries by monitoring stocks at each stocking point.
10. To train the state program managers/PML nodal officers for PSM.
11. To conduct supervisory visits to state/district stores and report to CTD.
12. Any other job assigned by as per program need

Essential Qualification / Requirements

1. Post-Graduate with minimum 2 years' experience in procurement / logistics / supply chain management in reputed institute / organization OR Post Graduate Diploma in procurement logistics management OR Diploma in Health/Hospital Administration
2. Certificate course in computer operation (minimum two months)

Preferential Qualification/Skills

1. Experience in NTEP or health sector products will be preferred
2. MBA (or equivalent) in procurement & supply chain management

Reporting

The overall In charge of Technical Officer (Drugs & Logistics) would be the ADDG-TB.

Age

Upto 65 years and ready to travel extensively

Remuneration

Remuneration Range: Between Rs. 90,000/- to Rs. 1, 30,000/- per month

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 recruitments.ctb@gmail.com only by **22-Jul-2020**. 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.