

Terms of Reference
Technical Officer (Finance) (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 collect and analyse data required for financial planning.
2. To work in close collaboration with the planning section of Central TB Division to evaluate the state/district annual action plans and budgetary provisions based on the historical data on finance management and justifications.
3. Monitoring and evaluation of state/district level finance management and suggesting midterm corrections.
4. To assist Central TB Division in updating and revising financial guideline of the program in line with the changes in national finance policies.
5. Trend analysis and projection of financial requirements, financial forecast and aligning finance plan with national strategic plan.
6. To align the program financial guidelines with the NRHM financial guidelines.
7. To support the program procurement and supply chain management with necessary financial guidance.
8. To assist Central TB Division in donor management.
9. To work in close collaboration with the NRHM finance to achieve the financial objectives of the program.
10. Co-ordinating with the finance personnel at SPMU/DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP
11. Assist States in audit of accounts of NTEP by the auditor appointed by the State/District Health Society
12. To provide training to the State Program managers on financial planning and management.
13. Financial sanctions, release of funds to States/National institutes. Settlement of accounts against advances
14. Provide any information related with finance called from Bureau of planning.
15. Assistance in preparation of Annual action plan
16. Replies of various paras raised by C&AG (Reasons for Savings & Excess- Expenditure out of the allocated budget)
17. Estimation of cost of drugs and adjustment in the Govt. Accounts
18. Preparation of salary and Issue of Form No. 16A for the CTD contractual employees.
19. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
20. Any other job assigned as per programme need.

Essential Qualification / Requirements

1. Post graduate degree in commerce with not less than 60% marks in aggregate 5 years' experience in Finance Management OR MBA with Financial Management and accounts as study subjects and 3 years' experience in Finance Management.
2. Working knowledge of Computers

Preferential Qualification/Skills

1. 5 years' experience in handling accounts either in government or in Private Sector
2. Computer literate

Reporting

The overall In charge of Technical Officer (Finance) 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.