

Terms of Reference
Technical Officer (HRD) (CTD)

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

Responsibilities:

1. To facilitate and track the recruitment processes, training needs and conduct of training at National/state/district levels.
2. To create knowledge skill framework for RNTCP employees and ensure that career progression is commensurate to skills.
3. To assist Central TB Division in collaborating with National Institutes, national training sites and training partners to prepare training schedules and facilitate trainings.
4. To assist Central TB Division in the capacity building of State Training and Demonstration Centres.
5. To Assist Central TB Division in monitoring and quality assurance of trainings imparted at National/state/district levels.
6. To assist central TB Division in tracking payments of compensations and eligible benefits to the contractual HR recruited at state/district levels.
7. To assist central TB Division in developing mechanisms for direct disbursement of compensations and benefits to the program HR.
8. To handle day to day correspondence at Central TB Division pertaining to human resource development at national, state and district levels.
9. To assist Central TB Division in operating employee career progress plans and grievance redress mechanisms.
10. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
11. Any other job assigned as per programme need.

Essential Qualification / Requirements

Post Graduate Degree in Management (Human Resources)

Preferential Qualification/Skills

Five years' experience in managing Human resources preferably in Public Health

Reporting

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

Age

Up to 65 years as on last date for receiving application 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 **29-Nov-2019**. 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.