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Name of post: Account Officer

Name of Position	Location and No. of Vacancy	Qualification & Experience	Age Limit	Honorarium Consolidated Per Month
Accounts Officer	Dehradun 1(one)	<p><b>Essential:</b></p> <p>Bachelor of Commerce (B. Com.) and Master of Commerce (M.Com) from a recognised university.</p> <p><b>Graduation and Post Graduation must be a Regular Full -Time course.</b></p> <p>Minimum 3 Year of relevant work experience of book keeping, budgeting, financial accounting etc. in a similar public health projects.</p> <p><b>Desirable:</b></p> <p>Knowledge of MS Office and accounting packages like Tally.</p> <p>Good Written and Oral Communication Skills in Hindi and English</p> <p>Ability to undertake field visits extensively</p>	Upper age limit 50 years	Rs. 33,000/- per month consolidated.

The above position shall be purely contractual in nature and contract shall be valid a maximum for 11 months. Renewal shall depend on the requirement or the project and satisfactory performance of the candidate.

  
**Programme Officer**  
**RSBY-Uttarakhand**

## **Roles and Responsibility**

### **General**


1. As a part of State Nodal Agency Team, the incumbent shall be responsible for contributing toward overall implementation of MSBY in the state.
2. As a team player the incumbent shall be responsible toward the cooperation with other team members for individual and organizational growth.
3. Coordination with other stakeholders at state level, central level and district level with respect to MSBY and other public health programmes.

### **Specific**

1. The incumbent shall be responsible for keeping of books, ledgers and financial instruments.
2. Compilation of Statement of Expenditures and Utilisation certificates.
3. Coordination with districts teams for re-imburement of funds, reconciliation of statement and other budgetary activities.
4. Assist the statutory auditors in internal and external auditing of accounts.
5. Entering all the records in accounting packages.
6. Documentation of the related processes and work flow to aid in the future course of action.
7. Any other relevant professional task required by State Nodal Agency.

### **Intended Nature of Job**

Frequent field visits and significant part of duty hours to be spent in empanelled public hospitals.

  
**Programme Officer**  
**RSBY-Uttarakhand**

Name of Post: Hospital Coordinator, MSBY

Name of Position	Location and No. of Vacancy	Qualification & Experience	Age Limit	Honorarium Consolidated Per Month
Hospital Co-ordinator	Garhwal and Kumon Mandal 2 (two)	<p><b>Essential:</b> Medical Graduate (MBBS/ BDS/ AYUSH) With MBA (Hospital Management)/ Master in Health Administration (MHA)/ Masters in Hospital Administration from a recognised and reputed institute in full time curriculum.</p> <p><b>Graduation and Post Graduation must be a Regular Full -Time course.</b></p> <p><b>Experience:</b> Minimum 1 Year of relevant work experience in public health programs. Computer Literacy, knowledge of use of MS-Office/Excel. Knowledge of use of statistical package such as SPSS, STATA. Good Written and Oral Communication Skills in Hindi and English Ability to undertake field visits extensively</p>	Upper age limit 50 years	Rs. 40000/- per month consolidated.

The above position shall be purely contractual in nature and contract shall be valid a maximum for 11 months. Renewal shall depend on the requirement or the project and satisfactory performance of the candidate.

  
Programme Officer,  
RSBY-Uttarakhand

## **Roles and Responsibility**

### **General**

1. As a part of State Nodal Agency Team, the incumbent shall be responsible for contributing toward overall implementation of MSBY in the state.
2. As a team player the incumbent shall be responsible toward the cooperation with other team members for individual and organizational growth.
3. Coordination with other stakeholders at state level, district level with respect to MSBY and other public health programmes.

### **Specific**

1. Liaisoning with hospitals working in the scheme to improve the quality of services, generate the hospital feedback and work toward solving specific issues.
2. Liaisoning with non-empanelled private hospitals in the scheme to get them on the board.
3. With special attention to public hospitals in the state, planning and execution of a detailed Capacity Building plan for clinical and non-clinical team of the hospitals.
4. Organising periodic training workshops, Seminars etc. for the hospitals and document the experience.
5. Carry out research to document the standard medical practices, costing studies, incidence analysis, possible inclusion and exclusion in the medical package list and improvement of quality parameters.
6. Designing and implementation of "Exit Interviews", "Patient Satisfaction Surveys", and "Out of Pocket expenditure estimation" studies in the context of the scheme.
7. Work toward Primary Care Integration under MSBY.
8. Any other relevant professional task required by State Nodal Agency.

### **Intended Nature of Job**

Frequent field visits and significant part of duty hours to be spent in empanelled public hospitals.

*S.L.S.*  
**Programme Officer**  
**RSBY-Uttarakhand**

## Name of post: Monitoring &amp; Evaluation Specialist

Name of Position	Location and No. of Vacancy	Qualification & Experience	Age Limit	Honorarium Consolidated Per Month
Monitoring & Evaluation Specialist	Dehradun 1(One)	<p><b>Essential:</b></p> <p>Medical Graduate (MBBS/BDS/AYUSH)</p> <p>With</p> <p>PG Degree or Two years Diploma in Public Health (MPH)/Hospital Administration/Health Administration</p> <p><b>Graduation and Post Graduation must be a Regular Full-Time course.</b></p> <p><b>Experience:</b> Three years of work experience in relevant field.</p> <p>Computer Literacy, knowledge of use of MS-Office/Excel. Knowledge of use of statistical package such as SPSS, STATA.</p> <p>Good Written and Oral Communication Skills in Hindi and English</p> <p>Ability to undertake field visits extensively</p>	Upper age limit 50 years	Rs. 40000/- per month consolidated.

*[Signature]*  
**Programme Officer**  
**RSBY-Uttarakhand**

## **Roles and Responsibility**

### **General**


1. As a part of State Nodal Agency Team, the incumbent shall be responsible for contributing toward overall implementation of MSBY in the state.
2. As a team player the incumbent shall be responsible toward the cooperation with other team members for individual and organizational growth.
3. Coordination with other stakeholders at state level, central level and district level with respect to MSBY and other public health programmes.

### **Specific**

1. To assist in planning, scheduling and coordinating Central level Internal Evaluations.
2. To follow up timely state level internal evaluations, compile findings of evaluation reports and action taken reports.
3. To handle day to day correspondence to national/state/Zonal/district level evaluations and reviews
4. Follow up of Supervision & Monitoring activities at the state/district levels and to follow on compliance of earlier evaluations
5. To follow up data triangulation at the source (TU) and district level.
6. To prepare periodic reports on the Monitoring and Evaluation.
7. To assist in coordination & compilation of feedback for updating
8. Supervision & Monitoring strategy and program evaluation guidelines.
9. To facilitate trainings of state/district program managers on S&M strategy. .
10. To assist in preparing schedules, priority areas, timelines and targets for national reviews.
11. To pursue state and district level program reviews and collect and file the minutes of state/district level reviews.
12. To track the interstate cross border meetings, pursue minutes and actions taken.
13. To keep track of schedules and prepare minutes of meetings and ensure compliance to Action Taken Report
14. Any other job assigned as per programme need


### **Intended Nature of Job**

Frequent field visits and significant part of duty hours to be spent in empanelled public hospitals.

  
Programs Officer  
MSBY-Uttarakhand

Name of post: State Co-ordinator

Name of Position	Location and No. of Vacancy	Qualification & Experience	Age Limit	Honorarium Consolidated Per Month
State Co-ordinator	Dehradun 1(One)	<p><b>Essential:</b></p> <p>Medical Graduate (MBBS/BDS/AYUSH)</p> <p>With</p> <p>PG Degree or Two years Diploma in Public Health/Hospital Administration/Health Administration</p> <p><b>Graduation and Post Graduation must be a Regular Full -Time course.</b></p> <p><b>Experience:</b></p> <p>One year of work experience in relevant field</p> <p>Computer Literacy, knowledge of use of MS-Office/Excel. Knowledge of use of statistical package such as SPSS, STATA.</p> <p>Good Written and Oral Communication Skills in Hindi and English</p> <p>Ability to undertake field visits extensively.</p>	Upper age limit 50 years	Rs. 62000/- per month consolidated.

  
 Programme Officer  
 BSIF-Uttarakhand

## Roles and Responsibility

### General

1. As a part of State Nodal Agency Team, the incumbent shall be responsible for contributing toward overall implementation of MSBY in the state.
2. As a team player the incumbent shall be responsible toward the cooperation with other team members for individual and organizational growth.
3. Coordination with other stakeholders at state level, central level and district level with respect to MSBY and other public health programmes.
4. Hospital training, planning and implementation of all components of MSBY programme
5. Coordination with various stake holders
6. Organising the workshops and seminars.
7. Conducting timely research and recommendations for betterment of programme.
8. Monitoring and evaluation of programme.

### Specific

1. To assist in planning, scheduling and coordinating Central level Internal Evaluations.
2. To follow up timely state level internal evaluations, compile findings of evaluation reports and action taken reports.
3. To handle day to day correspondence to State/Zonal/district level evaluations and reviews
4. Follow up of Supervision & Monitoring activities at the state/district levels and to follow on compliance of earlier evaluations
5. To follow up data triangulation at the source (TU) and district level.
6. To prepare periodic reports on the Monitoring and Evaluation.
7. To assist in coordination & compilation of feedback for updating informations.
8. To revise and revamp Supervision & Monitoring strategy and program evaluation guidelines.
9. To facilitate trainings of state/district program managers on S&M strategy. .
10. To prepare schedules, priority areas, timelines and targets for central reviews.
11. To pursue state and district level program reviews and collect and file the minutes of state/district level reviews ensuring compliance to Action Taken Report.
12. To track the interstate cross border meetings, pursue minutes and actions taken.
13. Any other job assigned as per programme need.

### Intended Nature of Job

Frequent field visits and significant part of duty hours to be spent in empanelled public hospitals.

  
Programme Officer  
RSBY-Uttarakhand