



Odisha State Health & Family Welfare Society

Deptt. of Health & Family Welfare, Govt. of Odisha
Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012
Phone/Fax: 0674- 2392479/80/88



Adv. No. 14/14

Date : 16.02.14

CONTRACTUAL APPOINTMENT

Applications are invited from eligible candidates for filling up the following posts under National Health Mission, Odisha on contractual basis for a period of 11 months with monthly remuneration as noted against each and subject to renewal as per Society norms basing on the performance and subject to continuance of the programme. **Performance Incentives & other benefits are also admissible for all posts as per norms applicable and orders issued there-under from time to time.** Lower age limit for all the posts is 21 years and upper age limit is 40 years as on 01.02.2014. However for Sl. No. 07 & 08 the upper age limit is 65 years.

Sl. No.	Name of the Post	Vacancy, eligibility etc.	Remuneration (in Rs.)
01.	City Programme Manager Urban Health (subject to approval in the PIP 2013-14)	Details can be downloaded from the official website (www.nrhmorissa.gov.in)	Rs. 25,200/-
02.	City Accounts Manager Urban Health (subject to approval in the PIP 2013-14)		Rs. 23,400/-
03.	City Data Manager Urban Health (subject to approval in the PIP 2013-14)		Rs. 23,400/-
04.	Architect		Rs. 36,400/-
05.	Logistic Manager (Logistic, PROMIS & Immunisation)		Rs. 16,000/-
06.	Regional Vaccine & Cold Chain Manager		Rs. 23,400/-
07.	Nurse Trainer Nursing Cell		Rs. 23,400/-
08.	Law Officer		Rs. 23,400/-
*09.	Public Health Manager (for Urban PHC ,NUHM - subject to approval in the PIP 2013-14)		Rs. 9,880/-

The above positions are purely temporary and also co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the position. Details of eligibility, ToR etc. of each category of post can be downloaded from the official website (www.nrhmorissa.gov.in). Candidates, who are already working in Health Department either on regular or on contractual basis, have to submit **No Objection Certificate** from concerned employer. **Interested candidates fulfilling the eligibility criteria are to apply online through the above said website. System generated application duly signed by the candidate along with self attested copies of all supportive documents for Sl. No. 01 to 08 shall however be sent to the "Mission Directorate (NHM), Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012, District-Khurda (Odisha)" so as to reach us on or before 25.02.2014 (by 5.00 P.M.) through Regd. Post / Speed Post / Courier only and the envelope containing the application should be superscribed clearly name of the post applied for.** Incomplete application in any form will be rejected. This office will not be held responsible for any postal delay. Number of vacancies / remuneration under this advertisement may vary at the time of actual engagement. All communication will be made through e-mail / official website / Mobile SMS. This office will not be held responsible for any postal delay. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.

*** N.B:- Interested candidates for Sl. No. 09 shall send their system generated application duly signed along with self attested copies of all supportive documents to the office of the concerned CDMO-cum-District Mission Director (not to Mission Directorate, NHM) so as to reach on or before 25.02.2014 (by 5.00 P.M.) through Regd. Post / Speed Post / Courier only and the envelope containing the application should be superscribed clearly name of the post applied for. For this post a candidate is allowed to apply for one district only. Application received for more than one district shall be summarily rejected.**

Sd/-
Mission Director
NHM, Odisha



Date: 16.02.2014

Sl. No.	Name of the Post	Vacancy	Remuneration (in Rs.)	Eligibility
01	City Programme Manager – Urban Health (subject to approval in the PIP 2013-14)	4	Rs. 25,200/-	<ul style="list-style-type: none"> The candidate should have Master Degree in Social Work/ Social Science/ MBA from a recognized university/institute with minimum 50% marks. Should have minimum 3 years of post qualification experience in social / development sector. Proficiency in MS Office is essential.
02	City Accounts Manager – Urban Health (subject to approval in the PIP 2013-14)	4	Rs. 23,400/-	<ul style="list-style-type: none"> The candidate should have M.Com./ Inter CA / Inter ICWA. Should have minimum 2 yrs of post qualification experience, preferably in social / development sector. Working with Govt. System will be an added advantage. Computer proficiency with high level of familiarity in commonly used MS and database packages is essential.
03	City Data Manager – Urban Health (subject to approval in the PIP 2013-14)	1	Rs. 23,400/-	<ul style="list-style-type: none"> S/he should be a B.E. / B.Tech. (IT/Computer Science) / MCA from a recognized University/Institution. Should have minimum of one year of post qualification experience, preferably in social /development sector. Working with Govt. System will be an added advantage. Computer proficiency with high level of familiarity in commonly used MS and data base packages is essential.
04	Architect	1	Rs. 36,400/-	Degree in Architecture (minimum 50% marks) with at least 3 years of post qualification experience in relevant field.
05	Logistic Manager (Logistic, PROMIS & Immunisation)	2	Rs. 16,000/-	B. Pharma from a reputed University / Institution with minimum 50% marks. S/he should have 1 year of post qualification experience in drug management / material management / logistic management with computer knowledge in MS Office.
06	Regional Vaccine & Cold Chain Manager	1	Rs. 23,400/-	B. Pharma / MBA in Materials Management or Storage Management or Production Management from a recognized university / institution with minimum 50% marks. Minimum 2 years post qualification experience in vaccine and cold chain management. S/he should have computer knowledge in MS Office.
07	Nurse Trainer – Nursing Cell	2	Rs. 23,400/-	Degree in Nursing with 2 years post qualification experience, preferably in the labour room OR Diploma in Nursing with minimum 5 years post qualification experience, preferably in the labour room. Must have registered in the Odisha Nursing Council.
08	Law Officer	1	Rs. 23,400/-	S/he must be a law graduate from a recognised University with minimum 5 years of post qualification experience as law officer or in equivalent rank in Govt. S/he must also be well conversant with RTI rules and laws. Preference will be given to retired persons from Govt.

*09	Public Health Manager (for Urban PHC ,NUHM - subject to approval in the PIP 2013-14)	34 (Balasore –1, Baripada – 1, Berhampur-1, Bhadrak-1, Bhubaneswar-12, Cuttack-8, Paradeep – 1, Puri-3, Rourkela-2, Sambalpur-3, Sunabeda-1)	Rs. 9,880/-	Minimum Bachelor Degree in Social Work / Sociology (50% minimum), Preference will be given to the candidates having certificate course on Public Health Management. Must have one year post qualification experience in any social sector. Knowledge in computer literacy MS Office is essential. Interested candidates for this position shall send their system generated application duly signed along with self attested copies of all supportive documents to the office of the concerned CDMO-cum-District Mission Director (not to Mission Directorate, NHM). For this post a candidate is allowed to apply for one district only. Application received for more than one district shall be summarily rejected.
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The above positions are purely temporary and also co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the position. Details of eligibility & ToR etc. of each category of post can be downloaded from the official website (www.nrhmorissa.gov.in). Candidates, who are already working in Health Department either on regular or on contractual basis, have to submit **No Objection Certificate** from concerned employer. **Interested candidates fulfilling the eligibility criteria are to apply online through the above said website. The system generated application duly signed by the candidate along with self attested copies of all supportive documents for Sl. No. 01 to 08 shall however be sent to the “Mission Directorate (NHM), Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012, District-Khurda (Odisha)” so as to reach us on or before 25.02.2014 (by 5.00 P.M.) through Regd. Post / Speed Post / Courier only and the envelope containing the application should be superscribed clearly name of the post applied for.** Incomplete application in any form will be rejected. If any candidate is found to have suppressed any material information or furnished false information / documents, his/her case shall not be considered for the post applied for and in case already engaged on the basis of the said information / documents, his / her service shall be terminated from the society forthwith. Candidates who have been disengaged earlier from the OSH&FW Society on administrative ground such as disobedience / poor performances/ misbehavior/ criminal activity etc. are not eligible to apply. This office will not be held responsible for any postal delay. No personal correspondences / enquiry will be entertained in this matter. All communication will be made through e-mail / official website / Mobile SMS. The panel for the above positions shall also remain valid for similar post in other programmes under NHM ambit with difference in remuneration, as approved in each programme, as will be decided by the Society. Number of vacancies / remuneration under this advertisement may vary at the time of actual engagement. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.

***N.B:- Interested candidates for Sl. No. 09 shall send their system generated application duly signed along with self attested copies of all supportive documents to the office of the concerned CDMO-cum-District Mission Director (not to Mission Directorate, NHM) so as to reach on or before 25.02.2014 (by 5.00 P.M.) through Regd. Post / Speed Post / Courier only and the envelope containing the application should be superscribed clearly name of the post applied for. For this post a candidate is allowed to apply for one district only. Application received for more than one district shall be summarily rejected.**

Sd/-

Mission Director, NHM
Member Secretary, OSH&FWS, Odisha

Terms of Reference

City Programme Manager – Urban Health

- To support in formulation of programme strategies and implementation of City urban health programme as per the City NUHM Action Plan.
- Keep coordination and convergence with Urban Local Bodies and other Line Departments for implementation of city health plan.
- To organize of seminars, workshops, training and conferences at city level.
- To support the State Programme Manager –Urban Health in the implementation of urban programme activities at the city level and ensure achievement of progress pertaining to relevant matters.
- Facilitate & provide secretarial support in organisation of City Coordination Committee meeting, City Health Society, City Health Mission Meetings.
- Facilitate in selection of Urban ASHAs, formation of MAS, Ward Kalyan Samiti for community process activities.
- Tracking the progress of different activities of urban ASHA & MAS and WKS. Ensure timely release of funds to MAS and WKS.
- Facilitate in preparation of City NUHM PIP.

City Accounts Manager – Urban Health

- Preparation of funds distribution statements under NUHM for city level activities.
- Tracking the expenditure and collection of UCs & SoEs against different activities under NUHM at city level.
- Preparation of monthly FMR and analysis.
- Finalization of consolidated financial statements of city for the purpose of statutory audit.
- Support to State Finance Manager / SAM / Accounts Manager-UH in the financial management.
- Preparation of check list for strengthening financial management through field visit in city.
- Tracking the financial progress of different activities of urban ASHA & MAS and WKS. Ensure timely release of funds to MAS and WKS.
- Assist in preparation of financial part of City PIP.

City Data Manager – Urban Health

- Ensure use of MCTS online data entry system in the city level.
- Strengthening HMIS reporting system in urban health institutions at city level.
- Ensure updating and validation of data /informations relating to urban health, compilation, preparation of different reports.
- Format designing, Upload of Data, Information Sheet of concerned City during meetings/conferences as and when required.
- Performance monitoring of different Programme in urban areas: Maternal & Infant death, urban ASHA, Mahila Arogya Samiti, Ward Kalyan Samiti, National Disease Control Programme, SNCU, NBC, NBSU, UHND, Pustikar Diwas, vital statistics, human resource, urban school health, PPP etc.
- Tracking the progress of different activities of urban ASHA & MAS and WKS at the city level.
- To provide data and information during preparation of City NUHM PIP.

Regional Vaccine & Cold Chain Manager

1. PURPOSE OF ASSIGNMENT:

The RVCCM should support State Cold Chain Officer and State Vaccine Logistic Manager in Vaccine Logistic and cold chain planning, training and monitoring. The RVCCM shall improve the Vaccine Logistic and Cold chain management system of the RVS service area through better Planning, Training, Monitoring and appropriate utilization of Vaccine Logistic and cold chain fund.

2. MAJOR TASKS TO BE ACCOMPLISHED:

- a) Support State CCO and State VLM for coordination with State and District for appropriate vaccine supply and strengthening supply chain logistics.
- b) Manage the Regional Vaccine store: Plan appropriate vaccine distribution from RVS to Respective DVS. Maintain computerized record of Vaccine received from GoI and issued to RVS by the state store through the online OVLMS.
- c) To visit all DVS in every Quarter to assess gaps of supply chain logistics and correct the gaps.
- d) Visit all ILR points in the RVS area every quarter for monitoring and supportive supervision.
- e) Regular & timely updation in OVLMS +.
- f) Supervise, monitor and provide on the Job training to the field staffs: Cold chain Technicians and Vaccine handlers.
 - Random field visit to monitor field activities
 - Regular contact with the field teams for clarifying any doubts and reporting on the field activity.
 - Maintain Data base of Preventive maintenance.
- g) Monitor and supervise District Vaccine Logistic Management.
 - Random checks of District and Block vaccine stores and provides supportive supervision (Stock registers, issue registers and pass books to be checked)
 - Maintain Data base of Vaccine and Logistic flow and support RIMS implementation in the districts.
- h) Facilitate District level training of all Vaccine Handlers.
- i) Support State CCO for Cold chain planning, Monitoring, Training and Budgeting for the RVS areas as well as for the district and state level and provide the UC and SOE for cold chain funds and quarterly training reports.
- j) Facilitate yearly VMAT assessment of Cold chain and Vaccine logistic.
- k) Assist the CH Manager in preparing/ updating the RI microplan annually.
- l) Analyzing the data and preparing vaccine logistic and cold chain management report.
- m) Support State CCO for Organizing Quarterly review at regional level and Annual review of Cold Chain Mechanics and Vaccine Handlers.
- n) Analyzing the data and preparing cold chain report.
- o) Ensure phase out plan of all CFC equipments in the RVS area and submit requirement for non CFC equipment for replacement and expansion.
- p) Ensure disposal/ auction of condemned cold chain equipments as per guidelines and submit the report to the State CCO.
- q) Assist the district in preparing the AVDS plan and ensure disposal of immunization waste as per CPCB norms.

3. OUTCOMES:

- a) Establish a smooth system of vaccine delivery from the state to the districts.
- b) Regular & Correct timely updation of OVLMS +.
- c) Online management of vaccines and logistics done.
- d) Annual cold chain inventory and cold chain maintenance ensured.

4. DELIVERABLES:

- a) Advance monthly tour report and completed monthly activity report to the State CCO and VLM including all supportive supervision formats used.
- b) Monthly and annual cold chain report mentioning DT, RT and Sickness Report and preventive maintenance.

Monthly, quarterly and annual report on vaccine and logistics (AD syringe, immunization card, tally sheets, vaccine registers) utilization, requirement and closing balance (consolidated for all ILR points, BVS and DVS).

Logistic Manager (Logistic, PROMIS & Immunisation)

PURPPURPOSE OF ASSIGNMENT:

1. To review existing logistics and supply system for Vaccine and Logistics and develop revised / improved inventory management system. This will include demand forecasting, supply chain management, stores Logistics management and monitoring effectively distribution channel.
2. The Vaccine logistics management on the lines of web-based vaccine distribution and management.
3. Asses needs for reviving and or strengthening stores & logistics management at district level for ensuring commodity security.
4. To support ADMO (FW & immunization) / District Immunization Officer / RVCCM in Vaccine Logistic planning, training and monitoring and to improve the Vaccine Logistic management system of the District through better Planning, Implementing, Training, Monitoring and controlling the efficient & effective flow & Storage of vaccine and appropriate utilization of Vaccine Logistic fund.

1. DUTY STATION

District Vaccine Store office at respective Districts.

2. SUPERVISORS:

- a) ADMO-FW & immunization
- b) ADMO-Medical(for logistic part)
DPM
- c) Regional Vaccine and Cold Chain Manager
- d) State Vaccine & Logistics Manager
- e) Deputy Director (Immunization)
- f) State ÉPI Officer cum JD (RH)

3. MAJOR RESPONSIBILITY

1. To review the existing logistics and supply system and develop modified system for improved, timely and appropriate distribution of Vaccine and Logistics related to program.
2. Timely assessment of supplies requirement and processing of request to State through proper channel for UIP Vaccine & Logistics to avoid stock outs in the District.
3. To develop capacities of Store Pharmacists/Store Keepers/store officials in different stocking point responsible for management of Vaccine & Logistics and other supplies for effective management of distribution channel as well as inventory management.
4. Preparing District annual requirement of vaccines and logistics (AD syringes) through strengthening of micro plans, micro planning linked vaccine logistics management.
5. Send the vaccine requirement to the state in time.
6. Pro-actively be involved in the district level RI reviews and in monitoring of ILR points and session sites in the districts through a supportive supervision approach.
7. Coordination with State and District for appropriate vaccine supply and strengthening supply chain . logistics.
8. Management of District Vaccine Store: Plan appropriate vaccine distribution from District Stores to BVS, PPcentre & ILR Point.
9. Ensure vaccine and logistics transportation from the DVS to the Subordinate Stocking Points District wide. Regularly visit different .Stocking Point for assessing effectiveness of the distribution channel and identify critical bottlenecks and take up appropriate measures at District HQ level to address them.
10. Management on the line of web based Vaccine distribution system (OVLMS plus)
11. To visit all BVS within the District every Quarter to assess gaps of supply chain logistics and correct the gaps.
12. Update and provide monthly pipeline stock balance of the district to persons concerned.
13. Supervise, monitor and provide on the Job training to the field staffs : Store Pharmacists/Store Keepers/ Cold chain technicians and Vaccine handlers,
14. Support State CCO/CCM for Organizing Quarterly review at District level and Annual review of Cold Chain Technicians and Vaccine Handlers.
15. Facilitate District level training of all Vaccine Handlers.
16. Support State CCO/CCM for Cold chain planning, Monitoring, Training and Budgeting at state and district level.
17. Facilitate yearly VMAT assessment of Cold chain and Vaccine logistic.
18. Facilitate Vaccine Logistics status input to District Computer Asst for preparing RIMS report.
19. Implementation and monitoring of Vaccine logistics registers District wide.
20. Facilitate development and implementation of online vaccine Logistics management system between SVS, RVS and DVS.
21. Analyzing the data preparing Vaccine Logistic Management Report.

22. Ensure calculation of the closing balance of vaccines and logistics for the district (including DVS, all BVS and all ILR points) monthly and submit it to the ADMO-FW, RVCCM and the SVLM by the 5th of every month.
23. Analyzing the monthly data and preparing vaccine logistic and cold chain report for the ADMO-FW during monthly meetings.
24. Ensure collection, compilation and analysis of session tally sheets from all BVS I/Cs during the month and generate the utilization and wastage report for all vaccines during the month.
25. Initiate, follow up and ensure construction of DVS as per state norms
26. Daily monitoring, checking & verifying of stock registers and records for updating of all transactions to and from the DVS at the district level
27. Support RVCCM for coordination with RVS and District for appropriate vaccine supply and strengthening supply chain logistics
28. Manage the District Vaccine stock through appropriate vaccine distribution from DVS to Block - Vaccine-Stores-(based on microplan) through a monthly vaccine distribution plan
29. Visit all BVS and 50% of ILR points in every Quarter to assess gaps of supply chain logistics and correct the gaps through monitoring and supportive supervision
30. Facilitate District level training of all Vaccine Handlers .
31. Assist the blocks in preparing the AVOS plan and ensure disposal of immunization waste as per CPCB norms
32. Supervise staff responsible for receipt of stocks from supplier / courier / cargo. / SDMU from all schemes / Programmes of GoO / GoI/Development Partners etc. for Drugs, Equipment/Instrument, furnitures, vaccines & other items
33. Verification of stock as per purchase order / receipt/ Specification
34. Ensuring Proper storage of stocks at warehouse
35. Establish storage norms to reflect best practices in warehousing & storage management
36. Ensure establishment of cost effective transport & distribution system upto the end user
37. To ensure the selection of one approved transporter for providing vehicles for drugs distribution.
38. Ensuring proper distribution the stock for CHC, PHC, Sub Centre, ASHA etc
39. Ensure flow of stocks from district central warehouse to DHH, SOH, Block PHC / CHC, PHC (N), Sub Centre, ASHA etc
40. Liaisoning between end user institutions, district authorities and State Drug Management Unit, Bhubaneswar or GOI
41. Ensure adherence of quality assurance & quality control methodologies in all aspects of Logistics & supply chain
42. Supervision of staff responsible proper stock entry in computer either through drug inventory management system (DIMS), Pro MIS software or other software.
43. Ensure daily backup to Central Drug Store, Bhubaneswar
44. To help in preparation of annual requirement, inventory analysis- and need-based-inventory etc
45. To help in preparation of the annual indent/procurement plan of drugs, equipment, instrument of the Districts and submit to the concerned authority
46. To work with the present TSK/Pharmacist I/C of Drug warehouse in co-operation with the Addl. Pharmacist cum Logistic Assistant
47. Any other relevant duties related to vaccine & logistics management as assigned by the SVLM / ADMO-Med, ADMO-FW or SEPIO.
48. Backstopping for the RVCCM / Store i/c.

Nurse Trainer – Nursing Cell

Trainer should establish themselves not only for conducting training but also as a mentor for those who have been trained;

1. Will mentor 2 supervisors in every district for continuous mentoring of the health providers involved in RMNCH care;
2. Mentoring / supervisory visits to the delivery points (at least 6 days / month);
Preparing annual targets of mentoring institutes in consultation with district and divisional offices;
3. Submitting the tour plan in advance to district and divisional in-charge and also visit report. (Format 1 in Annexure 3)
4. The trainers will always carry neonatal mannequin during mentoring visits.
5. Custodian of teaching –learning aids including mannequins and ensure its proper maintenance and functionality;
6. Ensures conduct of training as per training plan
7. Ensuring proper upkeep and maintenance of all equipment and mannequins
Ensuring quality of training and adherence to training guidelines as per GOI manual
Ensuring maintenance of database (procurement, training schedules, trainee database, mentoring visits, etc.) at Skills Lab
8. Providing enabling environment for trainees and trainers in terms of accommodation, transport, continuous availability of supplies, food and such other day to day requirements which if not provided for, can compromise quality in training.
9. Ensure setting up of Model Labour room in the institution where Skills Lab is located
The Skills Lab Coordinator will ensure sending copies of reports relating to Skills Lab performance (including mentoring visits) to District and State QA Committee, besides the nodal officers.