



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. 08/14

Date : 21.01.14

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 65 years except Sl. no 10 as on 01.01.2014. However for MBBS background the upper age limit is 68 years.

Sl. No.	Name of the Post	Vacancy	Remuneration (in Rs.)
01.	Consultant Nursing-Technical	1	Rs. 36,400/-
02.	Store Assistant-FW Store	1	Rs. 8,450/-
03.	Programme Associate-PCPNDT	2	Rs. 23,400/-
04.	District Programme Manager	2	Rs. 36,400/-
05.	Programme Assistant	1	Rs. 15,600/-
06.	District Data Manager	1	Rs. 23,400/-
07.	Asst. Manager-ASHA	2	Rs. 23,400/-
08.	Project Coordinator SOMERU Project	1(Koraput)	Rs. 40,000/-
09.	Vector control Consultant SOMERU Project	1(Koraput)	Rs. 30,000/-
10.	Research Consultant - SOMERU Project	1(Koraput)	Rs. 30,000/-
11.	Consultant, Training and Communication - SOMERU Project	1(Koraput)	Rs. 30,000/-
12.	Data Manager - SOMERU Project	1(Koraput)	Rs. 23,500/-

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 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 07.02.2014 (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. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.

**Mission Director
NHM, Odisha**



Odisha State Health & Family Welfare Society, Govt. of Odisha
Deptt. of Health & Family Welfare, Govt. of Odisha
Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012,
District-Khurda (Odisha) Phone/Fax: 0674- 2392480/79



Adv. No.: 8/14

CONTRACTUAL APPOINTMENT

Date: 21.01.14

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 65 years except Sl. no 10 as on 01.01.2014. However for MBBS background the upper age limit is 68 years.

Sl. No.	Name of the Post	Vacancy	Remuneration (in Rs.)	Qualification / Experience
01	Consultant Nursing-Technical	1	Rs. 36,400/-	M.Sc. Nursing with 1 year post qualification experience of working with educational, public health or clinical nursing programs OR B.Sc. Nursing with 3 years post qualification experience of working with educational, public health or clinical nursing programs. S/he should have computer knowledge in MS Office.
02	Store Assistant-FW Store	1	Rs. 8,450/-	B. Pharma with 1 year post qualification experience in logistics & supply chain management of warehousing. S/he should have computer knowledge in MS Office.
03	Programme Associate-PCPNDT	2	Rs. 23,400/-	Candidate should have Masters Degree in Social Work or Social Sciences or Graduation in Law or Degree in Management from a recognized University / Institution with minimum 50% marks. S/he should be well versed in English and Odia. Working proficiency in MS Office is must. The candidate should have minimum 3 years of post qualification working experience in the social / development sector.
04	District Programme Manager	2	Rs. 36,400/-	MBA (General Management / Rural Management)/ Masters Degree in Social Science / Social Work / Master degree in Health Administration / Health Management from a recognized University / Institution with minimum 55% marks. S/he should have minimum 2 years of post qualification experience in social/developmental sector. S/he should have computer knowledge in MS Office.
05	Programme Assistant	1	Rs. 15,600/-	MBA (except Finance) / Master Degree in Social Science / Social Work with 50% marks. Computer Knowledge in MS Office is required. S/he should have minimum 1 year post qualification experience in health / development sector.
06	District Data Manager	1	Rs. 23,400/-	S/he should be a B.E / B. Tech (IT / Computer Science/ Electronics) or M.Sc. in Computer Science/IT or MCA from a recognized University / Institution with minimum 1 year post qualification experience in developmental sector. Computer proficiency with high level of familiarity in commonly used MS Office and Database packages is required.
07	Asst. Manager-ASHA	2	Rs. 23,400/-	Master Degree in Social Work / Social Science with minimum 50% marks from a recognized University / Institution with 3 years of post qualification experience in social sector. Computer Knowledge in MS Office is required.
08	Project Coordinator – SOMERU Project	1 (Koraput)	Rs. 40,000/-	Post Graduate in Preventive Social Medicine / Community Medicine / Public Health / Epidemiology with 2 years of post qualification experience in the area of specialization, of which at least 1 year should be preferably in public health programme. OR Post Graduate degree in Zoology / Life Sciences with 5 years post qualification experience in the field of vector borne disease control & health program monitoring.

09	Vector control Consultant – SOMERU Project	1 (Koraput)	Rs. 30,000/-	Post Graduate in Zoology (Entomology) /Life Sciences. Life sciences candidates must have Zoology as one of the subjects at Graduate level. He/she should have minimum two years post qualification experience of planning and implementing vector born disease control activities preferably in the area of malaria.
10	Research Consultant- SOMERU Project	1 (Koraput)	Rs. 30,000/-	Ph.D. in Zoology / Life Science OR M.Sc in Zoology / Life Science with 3 years of post qualification research experience on vector borne diseases. Age: Should be less than 40 years as on 01.01.2014.
11	Consultant, Training and Communication - SOMERU Project	1 (Koraput)	Rs. 30,000/-	MBA (HR/Marketing) /Post Graduate in Sociology / Social Work / Mass Communication from a recognized University / Institution. S/he should have 3 years post qualification relevant work experience in capacity building/Communication out of which at least one year in disease Control programme. Exposure to development work, Training, advocacy, and demonstrated understanding of behaviour change communication and research are required.
12	Data Manager- SOMERU Project	1 (Koraput)	Rs. 23,500/-	B.E/ B.Tech. in Computer Science/IT/Electronics or M.Sc. in Computer Science/IT or MCA from a recognized University /Institution with minimum 1 year of post qualification experience in health or social sector.

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 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 07.02.2014 (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. 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.

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

Terms of Reference

Consultant Nursing-Technical

Job responsibilities related to strengthening nursing education , public health nursing and clinical nursing in Odisha.

Clinical Nursing

- Provide support to Director Nursing for:
 - 1)Core Training Support for induction training for nurses, training for labour room, SNCU(Special Newborn Care Unit). NBCC (newborn care Corner), NBSU(Newborn Stabilisation Unit) and other specialized nursing areas.
 - 2)Support skill development of clinical nurses and ensure coordination for districts for enabling it,
 - 3)Organise CNE(Continuing Nursing Education)sessions and refresher trainings.
- Monitoring.
Develop monitoring system for quality of clinical nursing services across the State, ensure that data on monitoring is analysed and appropriate feedback and feedforward given.
- Focal point for coordination for research studies on nursing.
- Coordinate for conducting review meetings on clinical nursing.

Public Health Nursing.

- Provide support for ensuring that ANM/GNM faculty are adequately trained.
- Supervise quality service provision during VHND and FID through monitoring and supportive supervision
- Support assessment of skills of ANMs and in-service capacity building
- Ensure quality of training on VHND, Immunization , SAB and HBPNC and other trainings meant for ANMs , LHV, BPHN and DPHN.
- Coordinate for conducting review meetings on public health nursing.
- Help in conducting training need assessment for public health nursing.

Nursing Education:

- Support Director Nursing in coordination with National Nodal Centre for Nursing Education (NNC) , State Nodal Centre(SNC) , development partners, GNM and ANM school to implement, monitor and report on training activities including M&E frameworks.

- Ensure coordination with different stakeholders for smooth programme management and respond in a timely manner to requests for meetings, reports and other requests.
- Facilitate the selection and hiring of the training coordinators/nursing and midwifery educators at the SNC.
- Facilitate the logistics for all training of Nursing Directorate and SNC.
- Monitor quality of trainings on nursing conducted across the state.
- Oversee the implementation of the performance standards at the GNM/ANM Schools for quality improvement.
- Visit the ANM/GNM schools to identify needs and facilitate the achievement of standards.
- Support Director Nursing in advocating with the State Government to plan for the infrastructural strengthening of the GNM/ANM Schools.
- Provide technical assistance in the refurbishment of the GNM/ANM Schools in the State.
- Facilitate the procurement process for the skills labs and educational infrastructure at the SNC and GNM/ANM Schools.
- Facilitate the recruitment of faculty at the GNM/ANM Schools as per INC norms.
- Coordinate for conducting review meetings on Nursing education.
- Coordinate with the Nursing Consultant (Management) and other staff at the Nursing Directorate to ensure smooth management of programmes.

Store Assistant-FW Store

Job Responsibilities:

- To assist in strengthening and streamlining the logistics & supply system of Family Planning supplies in the state.
- To assist in proper storing and maintaining contraceptive supplies in the FW store.
- To assist in receiving and supply of contraceptive supplies.
- To assist in record maintenance of contraceptive supplies.
- To keep regular update of contraceptives in RHCLMIS.
- To coordinate and collect data/status on contraceptive supplies from the districts.
- To assist in preparing reports related to contraceptive supplies.
- To prepare feedback/queries on the reports received from the districts.
- To maintain proper filing system of reports both as soft and hard copies of the contraceptive logistics and supply chain.
- To attend to any other duties/responsibilities assigned by the authorities and reporting officer as when required.

Programme Associate-PCPNDT

Under the overall supervision of the District Collector-cum-D.A.A.

1. Strengthening of the cell at district level.

- a) S/he will develop the work plan of the district for proper implementation of PC&PNDT Act in consultation with the OM, CD.M.O, and State PC&PNDT cell.
- b) To suggest steps for more programme interventions in health and related sectors to prevent sex selection, reduce demand for sex selection, and to suggest necessary steps for better monitoring of the implementation of the Act.
- c) To strengthen the co-ordination between Appropriate Authority, Police and other key officials for the implementation of the Act.
- d) Ensure regular meeting of the District Advisory Committee and District Task Force and its follow up.
- e) To help prepare the status of current cases and the various case papers related to the PC & PNDT Act violation and provide them to the PNDT Nodal officer.
- f) To analyze form "F", maintained by the ultra sound clinics, develop and analyze report for State Appropriate Authority, District Appropriate Authority and CD.M.O. On selected cases s/he will track the pregnancy out come from the form "F" and will submit a report to the DAA on time.
- g) To prepare a ready reckon to facilitate Appropriate Authorities and task forces in supervision during their field visits.
- h) To provide technical support to ensure that the government and private health facilities and clinics providing MTP and ultra sound services follow appropriate norms.

2. Actions to facilitate monitoring of the Act.

- a) Developing mechanism and steps to monitor the activities of probable erring centers/doctors and advise required action
- b) To collect, compile, and analyze compiled information related to PC & PNDT Act implementation in the district.
- c) To assist the District Appropriate Authority and CD.M.O. to review the implementation of the Act.
- d) S/he will compile the monthly report and quarterly report and will submit the same to SAA through D.A.A in time. S/he is responsible for documentation activities undertaken at the district level.
- e) Carry out necessary community level assessment towards declining child sex ratio
- f) S/he will develop a detail database of Ultrasound units operating in the district. S/he will create awareness among owners of Ultrasound units to adhere to the rules and regulations and proper record maintenance as per PC PNDT ACT.
- g) S/he will take necessary steps to locate unregistered Ultrasound Units in the district and registered ones with any irregularities and report the same to the DAA.

3. Capacity building

- a) To facilitate in training/workshops of Advisory Committees, medicals officers, medical students, Media, NGOs and other constituencies as appropriate.
- b) To prepare dos and don'ts for field visits, search, seizure, etc and checklists for facilitating required systemic improvements.
- c) To provide support to PC PNDT nodal officer at the District and coordinate various activities related to addressing sex selection.
- d) To support in developing note for senior health officials regarding the status of the various cases for dissemination in the media.

4. Convergence with other departments

- a) Recognizing the linkage between sex selection and programmes implemented by other departments, the health department in implementing various collaborative activities.
- b) To facilitate the formation of a District level forum of various non-government and governmental agencies to advocate for issues related to sex selection, equity and adverse sex ratio.

5. Material development and Pre-testing

- a) To pre-test the material developed by various agencies for Appropriate Authorities, public prosecutors and medical professionals.
- b) To facilitate development of communication prototype in coordination with the State PC PNDT Cell.
- c) Any other responsibility as assigned by the authority.

Travel

Extensive travel will be required within the district. The travel cost will be paid as per NRHM norms.

District Programme Manager

Programme Management Support: Pre-Planning

- ✚ Undertake situational analysis pertaining to health and health related services and identify district-specific key problems and issues as 'hot spots' with particular reference to un-served and under-served areas and needs of vulnerable population.
- ✚ Facilitate in maintenance of updated District programme Manual for adherence to prescribed mandates, reporting mechanism, institutional linkages, reporting formats, protocols and resource envelopes. Review plan and programme performances in terms of key process indicators.
- ✚ Ensure that updated district data-sets in terms of demographic profile as well as data on service delivery system, utilization of facilities as well as website updation are maintained.

Programme Management Support: Implementation and Monitoring

- ✚ Facilitate village, block and district level consultations in preparation of appropriate annual action plans.
- ✚ Provide leadership and guidance to the Block Programme Management Support Units (BPSMUs) in enabling Village Health Planning initiative for community action for health and development of Block Programme Implementation Plans (Block PIPs).
- ✚ Assist the BPMU in preparing and pursuing annual work plan.
- ✚ Aggregate Block PIPs in to District Programme Implementation Plan in consultation with the CDMO and other programme officers.
- ✚ Assist the CDMO in dissemination of PIP and programme communication across the district.
- ✚ To follow up and prepare consolidated monthly / quarterly progress report highlighting achievement (physical/ Financial) against the target set. Analyse the reasons for delay/ adverse variance and suggest corrective actions to be taken etc. Also share the feedbacks at district, block & sub block level.
- ✚ Use appropriate tools and software (annual work plans, responsibility-function matrix) in capturing physical and financial progress of PIP and track progress. Also suggest requisite changes in programme implementation/increasing pace and improving quality of implementation based on regular visit at least for 10 days in a month.
- ✚ Review plan and programme performances in terms of key process indicators.
- ✚ Identify resources/ flexible funds under major components.
- ✚ Seek and coordinate requisite techno-managerial assistance from concerned development partners

- ✚ Document State/ national mandates, key thrust areas of State/ national policies/strategies /Vision Document etc., evidences on best practices and share their articulated versions with the key stakeholders at district and sub-district levels.
- ✚ Identify success stories and document and disseminate the same.

Programme Management Support: Management of Funds

- ✚ Ensure that funds are released to implementing agencies in time together with clear guidelines on their use.
- ✚ Follow up to ensure that implementing agencies report back on statement of expenditure/ submission of utilization certificates in accordance with the Manual.
- ✚ Report the funds utilization to Zilla Swasthya Samiti/ SPMU.
- ✚ Follow up with SPMU regarding timely release of fund against approved activities.

Programme Management Support: Secretarial/ administrative assistance

- ✚ Render administrative support to Zilla Swasthya Samiti including compilation of reports/ background papers, arrangements for meetings/ workshops/ seminars/consultations including preparation of agenda notes, minutes, follow up and action taken reports.
- ✚ Facilitate adherence to all statutory requirement, for example, disposal of bio medical waste (infection prevention rules),PNDT Act etc.
- ✚ Undertake intra-and inter-sectoral coordination with Rural Development and Panchayati Raj, Tribal Development, Social Welfare & ICDS, RWSS etc to ensure smooth delivery of services as well as convergence at the grassroots.
- ✚ Promote and formulate Public Private Partnership in different Health Programmes.
- ✚ Ensure linkage with FOGSI, IMA, NGOs private health care providers and development partners working at the District level
- ✚ Ensure that incentives/ awards are disbursed in a timely manner.

Other.

- ✚ Any other activities as assigned by the Mission Directorate from time to time.

District Data Manager

Programme Management Support: Pre-Planning

- Maintain an updated District Programme Management Manual for adherence to prescribed mandates, reporting mechanism, institutional linkages, reporting formats, protocols and resource envelopes.
- Maintain updated district data-sets in terms of demographic profile as well as data on service delivery system, utilization etc. Also have the same maintained and updated on the website.
- Assist the DPM in preparation of MPR on the implementation of programme activities in the district.
- Periodically share the situation profile of the district with key stakeholders in consultation with CDMO.

Programme Management Support: Implementation and Monitoring

- Activate and manage District Data centers. Coordinate with Data Assistants (Accounts Assistants of other related programmes) to ensure regular compilation and submission of reports.
- Ensure that information relating to different programmes and captured and reported in a timely fashion through regular field visits at least 10 days in a month.
- Provide leadership and guidance to the Block Programme Management Support Units (BPSMUs) in enabling Village Health Planning initiative for community action for health and development of Block Programme Implementation Plans (Block PIPs).
- Aggregate Block PIPs in to District Programme Implementation Plan in consultation with the CDMO & DPM.
- Use appropriate tools and software (annual work plans, responsibility-function matrix) in capturing physical and financial progress of PIP and track progress.
- Assist the CDMO in dissemination of PIP and programme communication across the district.
- Document State/ national mandates, key thrust areas of State/ national policies/strategies /Vision Document etc., evidences on best practices and share their articulated versions with the key stakeholders at district and sub-district levels.

- Undertaken training programme of field functionaries for ensuring timely submission of all reports.
- Seek and coordinate requisite techno-managerial assistance from concerned development partners.
- Review plan and programme performances in terms of key process indicators.
- Identify success stories and document and disseminate the same.

Programme Management Support: Secretarial/ administrative assistance

- Render secretarial and administrative support to Zilla Swasthya Samiti including compilation of reports/ background papers, arrangements for meetings/ workshops/ seminars/consultations including preparation of agenda notes, minutes, follow up and action taken reports.
- Assist the District Programme Manager in undertake intra-and inter-sectoral coordination with Rural Development and Panchayati Raj, Tribal Development, Social Welfare, ICDS, RWSS, etc to ensure smooth delivery of service as well as convergence at the grassroots.
- Assist the District Programme Manager in coordinating with FOGSI, IMA, NGOs private health care providers and development partners working at the District level under Public Private Partnership initiative.
- Provide assistance operations research / studies undertaken / to be undertaken in the district.

Other.

- Any other activities as assigned by the Mission Directorate from time to time.
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Asst. Manager-ASHA

Asst. Manager, ASHA will be held responsible for the implementation of all community process activities in the district including ASHA, GKS, Gaon Swasthya Samikshya etc. The specific responsibilities of the position will be as follows.

- Develop work plan for all community process activity implementation including ASHA, GKS, Gaon Swasthya Samikshya in the district based on the approval in NRHM PIP.
- Ensure implementation of all approved activities of community process as per the NRHM PIP adhering to the timeline and 100% utilization of fund allotted in NRHM PIP.
- Maintain updated data base of the ASHA in position, track the drop out rate and ensure filling up of vacancy in ASHA selection within one month of vacancy. Maintain database of GKS on a regular basis and report the same to the state CPRC.
- Ensure timely completion of ASHA Module 6 & 7 training maintaining all quality parameters. Ensure effective and time bound implementation of ASHA HBNC programme in the district as per the guidelines.
- Ensure ASHA performance monitoring system in place for all ASHAs in the district and take adequate steps to improve the functional effectiveness of all ASHAs by providing required handholding support.
- Take appropriate steps for effective functioning of ASHA SAATHI in the district by conducting capacity building programme and monitoring of the activity on a monthly basis.
- Ensure all ASHA incentive payment every month in coordination with the district and block health system. There must not be any back log in ASHA incentive payment.
- Ensure ASHA grievance redressal mechanism in the district and block level and take appropriate steps for address the issues related to ASHA activity implementation.
- Ensure monthly sector meeting of ASHAs in all sectors of the district and submission of the report on the same.
- Ensure implementation of all approved activities of GKS as per the NRHM PIP adhering to the timeline and 100% utilization of fund allotted for GKS and GSS (wherever implemented) activities in NRHM PIP.
- Maintain updated data base of the GKS on a regular basis and report the same to the state CPRC.
- Ensure adequate mechanism for the 100% utilization of GKS untied fund during the financial year. Monitor effective utilization of GKS untied fund as per the approved guideline. Submit the monthly GKS untied fund utilization status to the state CPRC.
- Improve the functional effectiveness of all GKS by providing adequate handholding support to the low performing GKS.
- Take appropriate and adequate capacity development programme of GKS members from time to time and provide need based handholding support for effective GKS activity implementation.
- Maintain inter-sectoral convergence with W&CD, PR, RD Deptt. at district as well as block level for effective GKS activity implementation.
- Ensure effective inter sectoral convergence to address issues related to health & social determinants of health with the involvement of GKS.
- Ensure effective and time bound implementation of all activities of Gaon Swasthya Samikshya programme in the district as per NRHM PIP.
- Conduct adequate field visit to find out issues relating to GKS activity implementation, resolve the same with adequate supportive supervision mechanism as per the requirement.
- Prepare reports, case studies, document best practices of GKS and GSS programme for dissemination and wider replication.
- Submit the monthly report to State CPRC adhering to the timeline.
- Any other tasks assigned by reporting authority as per the requirements of the programme.

Project Coordinator –SOMERU Project

Working in close collaboration with health authorities at state level and other Consultants:

1. To assist the State Programme Officer in all technical components of project formulation and project implementation especially for new innovations & interventions.
2. To develop comprehensive plan for monitoring & evaluation in high risk malaria endemic areas and to ensure that an effective and participatory M&E system is established at all level.
3. To develop and test instruments for supportive supervision to support monitoring at district and PHC level.
4. To assist in the implementation of the new HMIS, to routinely review its status. To coordinate with both M&E consultant at National and district VBD Consultants for ensuring quality implementation of programme.
5. To develop formats, log frame matrix for monitoring and evaluating the program implementation in collaboration with NVBDCP staff, public health specialist and IT specialist. To develop and/or refine indicators for the programme.
6. To assist in the development of methodology for mid-term evaluation and to ensure they are undertaken.
7. To evaluate results of specific reports on computerized management information system (CMIS) and integrate these into planning and project implementation.
8. Assist staff and implementing partners in preparing their progress reports and analyze these reports in terms of problem and actions needed.
9. To keep liaison with the National Informatics Centre (NIC) Integrated Disease Surveillance Project (IDSP) of State on implementation of strategies on surveillance, monitoring & evaluation.
10. To develop preparedness plan for tackling malaria outbreaks and ensuring rapid response.
11. To consolidate and analyze reports/data received from the districts on monthly/annual basis.
12. Helps develop the vision for the unit, develop and be responsible for overall implementation of work plans, manage and delegate responsibilities among staff; overall financial and operational management of the SOMERU, coordinate with NVBDCP State office, coordinate with other partners/ stakeholders, help mobilise funds, guide research projects, assess need for capacity building of staff and ensure that required skill sets are developed, develop monitoring frameworks and guidelines for various VBD control strategies and coordinate with District Collectors, CDMOs, DMOs and VBD consultants of the eight south Odisha districts.

Vector control Consultant –SOMERU Project

1. To assist in all technical components of project formulation and project implementation specially the newer components in addition to components related to vector control strategies.
2. To assist in district readiness and details of district action plan with particular emphasis to vector control strategies' selectivity and sustainability.
3. To develop project implementation plan components related to vector control.
4. To carry out studies on vector susceptibility status and larval density in project areas.
5. To develop entomological manuals/guidelines and training to Insect Collectors.
6. To assist in the implementation of the new HMIS, to review its status routinely. To coordinate with M&E consultant at State and district VBD Consultants to ensure quality implementation of programme.
7. Develop ground material and facilitate project appraisal.
8. Develops region-specific vector control strategies, coordinates with Vector Control Research Units of Indian Council of Medical Research (ICMR) and with the Vector Control Consultant of State VBDCP, generates evidence in South Odisha region for effective vector management, works in collaboration with other units of SOMERU to improve demand for and acceptance of evidence based vector control interventions, develops strategies, action plans and tools for monitoring of vector control interventions, analyses data pertinent to vector control to enable better action, and actively participates in outbreak management of VBDS in South Odisha region. The VCC will coordinate with the VBD consultants of the eight districts and provide evidence based solutions to vector control issues.

Research Consultant - SOMERU Project

To assist in all technical components of project formulation and project implementation specially the newer components in addition to components related to Research and Publication.

1. Employing a range of different research methodologies (if undertaking research internally);
2. Discussing and agreeing project requirements with clients (policy officials, ministers);
3. drafting research specifications;
4. agreeing the terms of reference for research;
5. commissioning and project-managing research projects;
6. commenting on draft research instruments, such as questionnaires, and editing draft reports;
7. conducting, or commissioning then analysing, in-depth interviews with members of the public and large-scale data sets;
8. ensuring that research is conducted within a set time frame to meet policy requirements;
9. ensuring quality control of research;
10. providing information and analysis on a policy issue and its development;
11. providing information on what research is already available in a policy area;
12. working in close partnership with external research contractors, other government analysts, and policy colleagues during the course of the research;
13. producing both written and oral briefs for policy colleagues and ministers, based on reviews of research evidence;
14. responding to external and internal research enquiries from colleagues, government departments, academics, local councils, regional development agencies and members of the public;
15. explaining complex ideas and findings in a way that can be easily understood;
16. Keeping up to date with developments in policy and social issues, as well as qualitative and quantitative research methods;
17. Delivering presentations at conferences.

Develops research work plans and research proposals in coordination with different units of SOMERU and State VBDCP, coordinates with research wings of ICMR and other research organizations, actively engages with ethical committees for obtaining clearances for research, identifies areas of research relevant to the South Odisha region, analyses inputs from M & E units and from surveys relating to VBDS, and triangulates research data/ survey data with routine reported data.

Consultant, Training and Communication - SOMERU Project

1. Review the existing training modules available for state level functionaries and suggest improvements in collaboration with Consultant (Training) at National level. To see that these modules reflect the actual training needs as per the responsibilities and tasks allocated to the trainees in terms of the programme requirement.
2. To undertake training need assessment to assess the current status of field training facilities, resources and capacity building needs.
3. Task analysis and job responsibilities of the worker to be trained and suggest the development of necessary skills to improve the competency of the trainee (Competency based approach).
4. To assist in development of training modules for different categories at district and PHC level.
5. To keep liaison with other training institutions/ management institutions for specialized training on programme management at district and PHC level. To assess the training workload in project districts and to make an implementation plan for training at district and PHC level.
6. Conducts training need assessment of the SOMERU staff as well as staff of VBDCP posted in the eight South Odisha districts, identifies need for capacity building both on technical and managerial components, plans and organizes capacity building interventions (including workshops, cross-learning visits, field demonstrations etc.). Helps develop and upgrade a knowledge management hub at SOMERU. Identifies communication needs and gaps for VBD control in eight districts, coordinates with VBD units to develop and implement effective communication plans routinely as well as during outbreaks. Provides monitoring support to the BCC campaigns planned by NVBDCP. Provides documentation support to SOMERU.

Data Manager - SOMERU Project

Working in close collaboration with NVBDCP staff

1. Epidemiological Data entry into prescribed formats and generation of tables and graphs for various indicators.
2. Basic analysis and compilation of fortnight /Monthly Data.
3. Storage and updation of all data and statistical analysis.
4. Assist in the process of constructing a Database for monitoring and Evaluation.
5. Ensure accurate and consistent inputting of data received from partners into database.
6. Perform data analysis and produce reports in various formats including graphs, charts etc. as required
7. Maintain and further develop the structure or format of the database as required, incorporating ideas and amendments from time to time.
8. Provide technical support to the authority and other staff on the specific data required from them in relation to the different indicators they are monitoring (telephone support or travel to other offices) as required.
9. Train the staffs on the use of the databases.
10. Develop and maintain documentation database design documentation and operating manuals on how to use the Database.
11. Develop and maintain a web interface for the Database
12. Maintain strict confidentiality in all aspects of the work.
13. Undertake any other tasks assigned by the Authority.