



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting applications for the post of Assistant (Planning) at State Health Society, Bihar

State Health Society, Bihar under National Rural Health Mission is inviting applications from suitable career oriented professionals for the following post on contractual basis :

Sl. No.	Name of the posts	No. of Vacancy	Consolidated Salary (PM) in Rs.
1.	Assistant (Planning)	One post	20,000/-

General Conditions:

1. Maximum age limit 45 years.
2. Specific work experience in relevant field may be indicated in application.
3. The recruitment will be on contract basis for a period of 3 years which may be renewed every year based on performance & conduct of the consultant.
4. Salary for the position is Rs. 20,000/- PM with provision of annual increment based on performance and other HR perks.
5. Application fees for the post mentioned above is Rs.500/- for applicants under General category, fee for OBC and SC/ST candidates would be Rs. 300/- and 250/- respectively for the position.
6. **No application will be accepted without submission of application fee.**
7. Original Bank Draft (Application Fee) drawn on any nationalized bank and payable at **Patna** favoring **"State Health Society, Bihar"** should be sent along with application form to Executive Director, State Health Society, Bihar, Parivar Kalyan Bhawan, Sheikhpura, Patna 800014.
8. Only short listed candidates will be called for interview.
9. No TA/DA will be given for attending the interview for any position.
10. The society reserves the right to cancel the position mentioned above.
11. Application in the prescribed format and complete in all respect must reach the **Executive Director, State Health Society, Bihar, Parivar Kalyan Bhawan, Sheikhpura, Patna 800014** by speed/registered post on or before 05.01.2011 at 5 P.M. **The name of the post applied for must be mentioned on the top of the envelope.**
12. The **TOR**, qualifications/ experience/ emoluments of above positions and **application form** are available on the website **www.statehealthsocietybihar.org** .

Details of short listed candidates who would be invited for selection/interview will be displayed on the website: **www.statehealthsocietybihar.org**

Last date of submission of form along with fee is 05.01.2011 at 5 P.M.

Applications should be sent in prescribed format available on the above mentioned website clearly mentioning the position applied. Applications in other format will not be accepted.

For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted on working days during office hours (10.00 – 17.00 hrs) on Ph. No. 0612-2281545.

**Executive Director
State Health Society, Bihar**

State Health Society, Bihar
Parivar Kalyan Bhawan, Sheikhpura, Patna 800014

Inviting applications for Assistant (Planning) at State Health Society, Bihar

State Health Society, Bihar under National Rural Health Mission invites applications for the Position of Assistant (Planning) on contract basis. The details of position and essential qualifications are as under:

Position: Assistant (Planning)

Reporting to Additional Director – Planning, Monitoring & Evaluation, SHSB

Place of Posting – State Health Society, Patna (Planning Cell)

No. of Position – 1

Category – Open

Roles and Responsibilities:

The primary role of Assistant (Planning) will be to provide quality administrative support to the Additional Director – Planning, Monitoring & Evaluation during all stages of Planning and subsequent Plan Cycle Management at the State level.

The detailed job description is as under:

- Support the SHS and AD-PME in preparation of the De-centralised NRHM Annual Plan
- Coordinate with SPOs/other SHSB cells
- Collect information from records and provide tabulated information on programme activities.
- Assist the AD-PME in writing of State Plan etc
- Prepare routine correspondence with district, Development Partners, Institutions, and internally with Programme/Service Sections within the society w.r.t to NRHM Planning.
- Provide support in preparation and monitoring of the Annual Programme Budget and update the work plan in consultation with the Additional Director.
- Maintain and update information and statistical data on assigned programme/project in consultation with the Additional Director for easy retrieval and use for the annual report, progress report, donor proposals, donor reports and other reports/documents.
- Keep abreast of state policies and procedures concerning health and related to SHSB.
- Undertake other duties related to Planning as assigned from time to time
- Sensitization of the district and block authorities on Health Planning and also ensure dissemination of the district action plan to the micro level.
- Coordinate with the DHS, Civil Surgeon and other health officials in the district on behalf of the state on District Planning.
- Coordinate with various Planning teams at block, district levels and organize plan related workshop at State level under the guidance of AD-PME.
- Ensure compilation and inclusion of District requirements in State Plan
- Undertake analysis of State and District Plans as per NRHM norms and suggest remedial action plan for improvement.
- Undertake budgeting and financial planning for the poor performing districts
- Provide technical assistance for implementation of the NRHM and its goals at State level
- Ensure bi-weekly reporting from DPCs and weekly monitoring of District Planning for updating to AD

- To assist AD in State, District and Block annual allocations and in preparing budgeting guidelines
- Coordinate with HMIS cell for uploading on the SHSB website- State's annual district allocation, district's facility wise allocation and budgeting guidelines.
- Coordinate with various cells of SHSB w.r.t revised allocations and guidelines and updating AD about the same.
- Ensure timely initiation of planning exercise for subsequent financial year in consultation with AD – PME, SHSB.
- Ensure timely submission of VHAP, HSC Plan, BHAP, DHAP to SHSB and SPIP to GOI.
- Capacity building in District Planning – the process, the components incl. budgetary planning and the documentation of district level personnel especially District Planning Coordinators
- Undertake mid-term re-allocation or re-appropriation of funds and district targets based on performance of districts
- The position involves touring to the districts across Bihar
- Undertake other assignments, which may be assigned from time to time by the Executive Director or the Additional Director Planning, Monitoring & Evaluation.

Qualification & Experience:

- Graduate having Post Graduate Degree/Diploma in Rural Development/Rural Management Social Work/Sciences along with 1-2 years of relevant work experience in Development and/or Government sector.
- Preference shall be given to candidates experienced in Strategic Planning.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point.
- Good communication and presentation skills, analytical and interpersonal abilities, good oral and written communication skills in English. Working knowledge of Hindi also desirable.
- Should be able to work in a multi-disciplinary team environment.

General Conditions:

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**Executive Director
State Health Society Bihar**

Application Form

Application for the post of					Affix recent photograph
Demand Draft Details	Issuing Bank: Branch: Demand Draft Number: Date of issue: Payable at: Category: General/OBC/SC/ST (tick mark whichever is applicable)				
Name					
Father's/ Husband's Name					
Date of Birth					
Age (as on 30.11.10)					
Marital Status					
Nationality					
Cast / Category					
Present Address					
Permanent Address					
Contact Number					
E-mail ID					
Academic background (Starting from highest)					
SN	Qualification	School/Institute /University	Year of passing	Percentage of Marks/ grades obtained (if any)	
1					
2					
3					
4					
5					
Technical Qualification (Starting from highest)					
SN	Qualification	School/Institute /University	Year of passing	Percentage of Marks/ grades obtained (if any)	
1					
2					
3					
4					

Trainings and workshops attended				
SN	Topic	Institution/Organization	Year	Objective of the training/ workshop
1				
2				
3				
4				
Work Experience (starting from the latest)				
Experience 1	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
Experience 2	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
Experience 3	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
Any other information that the candidate would like to give in support of his/her candidature				

Signature

Note: The candidate may use additional paper if required.