



THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

Baba Gang Nath Marg, Munirka, New Delhi-110067

VACANCY NOTICE

The National Institute of Health and Family Welfare (NIHFW) is an Autonomous / Apex Technical Institute funded by the Ministry of Health and Family Welfare for promoting Health and Family Welfare Programmes in the country through Education & Training, Research & Evaluation, specialized services, consultancy and advisory service. The NIHFW on behalf of Ministry of Health & Family Welfare is seeking application from qualified candidates to work for the National Human Resources for Health Unit (NHRH Unit) for the mentioned posts purely on contractual basis. The duration of the appointment will be initially for one year. The contract may be renewed based on requirement and performance during the period. The following posts need to be filled up:-

Post Code	Name of the post	No. of Post/s	Remuneration range in Rs.
1.	Lead Consultant – Human Resources for Health	1	Rs. 1,30,000/- to Rs. 1,70,000/- p.m.
2.	Senior Consultant – Capacity Building	1	Rs.90,000/- to Rs.1,50,000/- p.m.
3.	Consultant (Nursing)	1	Rs.60,000/- to Rs. 1,20,000/- p.m.
4.	Consultant – Medical Education and Dental	1	Rs.60,000/- to Rs.1,20,000/- p.m.
5.	Consultant – Allied Health Sciences and Pharmacy	1	Rs.60,000/- to Rs.1,20,000/- p.m.
6.	Consultant – HRH IS and IT	1	Rs.60,000/- to Rs.1,20,000/- p.m.

1. Name & No. of the Post: Lead Consultant – Human Resources for Health (1 Post)

Qualification & Experience

- MPH/MBA/ PGDM (Health or Hospital Management)/ Post Graduation in Health Management or equivalent from a recognized and reputed institute preferably with professional and clinical qualification (preferably in medical, nursing, dental, or allied and healthcare streams)
- Minimum 7 years' post qualification experience in the field of public health at national level of which at least 5 years' of experience with specific focus on Human Resources for Health (HRH) strengthening and policy development, thorough understanding of regulation and statutory mechanisms, healthcare workforce classification and stakeholders, HRH strategies and Global workforce scenario.
- Demonstrated ability to work with multiple stakeholders and within a multi-disciplinary team environment
- Work experience in the relevant field will be given due weight age.

- Robust understanding of health system along with strong research, analytical, writing and communication skills to accomplish tasks mentioned in the roles and responsibilities.

Remuneration Range: Between Rs. 1,30,000/- to Rs. 1,70,000/- per month.

Role and Responsibilities:

The consultant will work towards strengthening the HRH initiatives at the programmatic and policy level pertaining to various thematic areas under the HRH Unit, under the overall supervision of the Technical Advisor and in close coordination with the Director (HRH) as appropriate. The Consultant will work on the following thematic areas-

- Provide technical assistance and programmatic support for development of National HRH strategy, evidence based policies (including migration policy), HRH governance frameworks, legislations, guidelines and SOPs, as required.
- Provide technical support for annual report on Human Resources for Health in India by undertaking detailed State HRH profiling and regularly monitoring the indicators in close coordination with the relevant stakeholders
- Provide technical support to ensure collation of information from regulators and department to enable annual Health labour market analysis- supply and demand estimates (numbers), training needs (competencies and skill gaps)and HRH data analysis, need based projections, taking into account disease burden, trends, professional development and international requirements as well as forecasting of HRH for policy decisions.
- Maintain database related to health work force (such as National Health Workforce Accounts) platform and update the information on annual basis after due approvals .Periodically review the HRH-IS to cross check data quality and coordinate with relevant departments on the discrepancies as well as communicate the same to relevant stakeholders
- Review licensing systems and scope of practice requirements (new cadres, possibilities of task shifting etc.) for various cadres in close coordination with regulatory bodies and support the departments in developing strategic frameworks, recruitment rules by generating evidence.
- Support in developing and commissioning studies for understanding issues of HRH planning and management.
- Mobilize resources, review progress and provide guidance to the Consultant teams in executing work across different thematic areas.
- Undertake such other assignments, which may be assigned by from time to time by the supervisors.

Age Limit: Upper limit 40 years as on the last date of receiving application.

2. Name & No. of the Post: Senior Consultant – Capital Building (1 post)

Qualification & Experience:

- MPH/ MBA/ PGDM (Health or Hospital Management) / Post Graduation in Health Management or equivalent degree from a recognized institution preferably with professional and clinical qualification (preferably in medical, nursing, dental, or allied and healthcare streams)
- Minimum 5 years of post-qualification work experience in the area of Public Health / health, HR Training & Management; coordinating capacity development strategies, training modules in health related projects; experience in conducting trainings of different public health/ healthcare cadre at national / state level, working with key technical resource organizations in public health or other related social sector.
- Solid understanding of HRH themes and policies in India and globally for all the major groups of health workers, as related to capacity building
- Work experience in the relevant field will be given due weight age.
- 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 and Hindi.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Willingness to travel to States to provide review Capacity Development initiatives.
- Ability to work on different assignments simultaneously to meet the timelines.

Remuneration Range: Between Rs. 90,000/-to Rs 1,50,000/- per month.

Roles & Responsibilities:

- Provide inputs towards capacity building strategies and programs for human resources that are currently employed under different government programs and as well as new recruits.
- Provide technical inputs for building synergies in the existing programs and creating new cadres of Human Resources for Health to strengthen health care delivery.
- Facilitate consultation meetings/ trainings with various national and international experts for planning of such strategies/reforms.
- Coordinate development of training modules in consultation with other programme divisions and training organizations/agencies.
- Coordinate with partner resource organizations such as NIHF, SIHF, State Level Institutes to organize capacity development activities including twinning arrangements.
- Support the States in developing initiatives in capacity building based on Training Needs Assessment.
- Liaise with program Division to ensure synergy in capacity building initiatives within the System

- Mobilize resources / partners for training and capacity building programmes.
- Provide handholding support to the States in organizing workshops and trainings on programme activities.
- Monitor and evaluate the progress of training and capacity building initiatives in States including their effectiveness.
- Undertake periodic field visits to States/ UTs to review Capacity Development initiatives, identify challenges and support States/ UTs for overcoming these challenges.
- Plan activities and costs for annual capacity development schedule based on state level demands for HRH, in conjunction with the program division
- Assess various proposals for capacity development including costing
- Evaluate Program Implementation Plan (PIP) of States/UTs with respect to capacity development. Liaison with States / UTs for ensuring adherence to norms and provide inputs to states as required.
- Undertake other assignments, which may be assigned from time to time by the Reporting Authority.

Age: Upper limit 40 years as on the last date of receiving application.

3. Name & No. of Post: Consultant – Nursing (1 Post)

Qualification & Experience

- MPH/MBA/PGDM (Health Management) or equivalent degree from a recognized and reputed institute preferably with professional and clinical qualification in Nursing
- Two to five years' post qualification experience in the field of public health at national level
- Work experience in the relevant field will be given due weight age.
- Demonstrated ability to work with multiple stakeholders and in a multi-disciplinary team environment
- Robust understanding of health system along with strong research, analytical, writing and Communication skills to accomplish tasks mentioned in the roles and responsibilities.
- Willingness to travel to States to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.

Remuneration Range: Between Rs. 60,000/- to Rs. 1,20,000/- per month

Roles and Responsibilities:

The consultant will work toward strengthening the HRH initiatives for the Nursing cadre at programmatic and policy level, under the overall supervision of the Technical Advisor and in close coordination with the Director/ADG (HRH) as

appropriate and with the Nursing Division. The Consultant will work on the following thematic areas-

- Review literature, policy and undertake studies on–
 - a. nursing workforce requirement (national and global), trend analysis, task shifting and sharing mechanisms, generate evidence and draft policy papers;
 - b. Nursing Education in the States and generate policy notes on nursing and midwifery workforce capacity, capability and skill mix;
 - c. Regulation and policy in relation to the nursing and midwifery profession and professional practice and draft policy notes for strengthening policy at different levels.
- Undertake cadre review and management of Nursing Personnel- Nursing Educators and administrators, Public Health-PHN, ANM, LHVs, and other Nursing service personnel;
- Collate, maintain and analyse Nursing workforce data with regard to–
 - d. Number of Nursing Personnel sanctioned/in-position with regard to PHNs, ANM, LHV, Staff Nurse, Ward Sister, ANS, NS, Chief Nursing Officer etc. from different sources;
 - e. Number of registered workforce- from Indian Nursing Council;
 - f. Nursing Educational Institutions like B.Sc. (Nursing), M.Sc. (Nursing), PHD (Nursing), ANM, GNM, Nursing College along with their admission capacity on annual basis;
 - g. Number of Nursing Teaching Faculty in the Nurses Education Institution along with their specialization from all the States.
- Review standards to help develop accreditation norms for institutions offering nursing programs in the country;
- Undertake mapping of best practices (including innovations) and provide evidence for State ranking on the basis of HRH indicators;
- Support the nursing division in techno-secretarial work related with-
 - h. implementation of the Schemes of the Department, preparation of SFC/EFC/ Memos, drafting Cabinet Notes, notes on various Schemes of the Department;
 - i. technical inputs on representations, grievances, court cases related activities and RTIs etc., get them validated and submit to the concerned Section/Division;
- Establish liaison with stakeholders and coordinate technical discussions on nursing and midwifery;
- Collaborate with Indian Nursing Council, nursing professional associations and other relevant stakeholders to review progress in the field and to set shared strategic short term and long term goals;
- Ensure timely and proper completion of task assigned in the Section;
- Any other task assigned from time to time by the Competent Authority.

Age Limit: 40 years below. Age can be relaxed for a suitable candidate.

4. Name & No. of Post: Consultant – Medical Education and Dental (1 Post)

Qualification & Experience

- MPH/MBA/PGDM (Health Management) or equivalent degree from a recognized and reputed institute preferably with professional and clinical qualification in either Medicine or Dentistry
- Two to five years' post qualification experience in the field of public health at national level
- Work experience in the relevant field will be given due weight age.
- Demonstrated ability to work with multiple stakeholders and in a multi-disciplinary team environment
- Robust understanding of health system along with strong research, analytical, writing and communication skills to accomplish tasks mentioned in the roles and responsibilities.
- Willingness to travel to States to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.

Remuneration Range: Between Rs. 60,000/- to Rs. 1,20,000/- per month

Role and Responsibilities:

The consultant will work toward strengthening the HRH initiatives for the Medical and Dental cadre at programmatic and policy level, under the overall supervision of the Technical Advisor and in close coordination with Director (HRH) as appropriate. The Consultant will work on the following thematic areas-

- Review literature, policy and undertake studies on–
 - a. Medical and dental workforce requirement (national and global), trend analysis, task shifting and sharing mechanisms, integrated team approach, generate evidence and draft policy papers;
 - b. Medical and Dental Education in the States and generate policy notes on capacity, capability and skill mix;
 - c. Regulation and policy in relation to the profession and professional practice and draft policy notes for strengthening policy at different levels;
- Collate, maintain and analyse medical and dental workforce data (on annual basis) with regard to–
 - a. Number of sanctioned/in-position in public health facilities
 - b. Number of registered workforce – from statutory Councils
 - c. Medical and Dental Educational Institutions along with their admission capacity on annual basis.
 - d. Number of Teaching Faculty in the Institutions along with their specialization from all the States
- Review standards and develop accreditation norms for institutions offering educational programs in the country;
- Undertake mapping of best practices (including innovations) and provide evidence for State ranking on the basis of HRH indicators;
- Support the division in techno-secretarial work related with-

- a. implementation of the Schemes of the Department, preparation of SFC/EFC/ Memos, Drafting Cabinet Notes, Notes on various Schemes of the Department;
- b. technical inputs on representations, grievances, court cases related activities and RTIs etc., get them validated and submit to the concerned Section/Division;
- Establish liaison with stakeholders and coordinate technical discussions on medical and dental workforce
- Collaborate with State Level officers concerning with Health and Family Welfare programme to identify the gaps, challenges and potential solutions in the demand and supply side of the workforce.
- Collaborate with statutory councils, professional associations and other relevant stakeholders to review progress in the field and to set shared strategic short term and long term goals
- Ensure timely and proper completion of task assigned in the Section;
- Any other task assigned from time to time by the Competent Authority;

Age Limit: 40 years below. Age can be relaxed for a suitable candidate

5. Name & No. of Post: Consultant – Allied Health Sciences and Pharmacy (1 Post)

Qualification & Experience

- MPH/MBA/PGDM (Health Management) or equivalent degree from a recognized and reputed institute preferably with professional and clinical qualification (preferably in allied and healthcare streams or Pharmacy)
- Two to five years' post-qualification experience in the field of public health at national level
- Work experience in the relevant field will be given due weight age.
- Demonstrated ability to work with multiple stakeholders and in a multi-disciplinary team environment
- Robust understanding of health system along with strong research, analytical, writing and communication skills to accomplish tasks mentioned in the roles and responsibilities.
- Willingness to travel to States to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.

Remuneration Range: Between Rs. 60,000/- to Rs. 1,20,000/- per month

Role and Responsibilities:

The consultant will work toward strengthening the HRH initiatives for the AHS and Pharmacy cadre at programmatic and policy level, under the overall supervision of the Technical Advisor and in close coordination with the Director (HRH) as appropriate. The Consultant will work on the following thematic areas-

- Review literature, policy and undertake studies on–
 - a. AHS and Pharmacy workforce requirement (national and global), trend analysis, task shifting and sharing mechanisms, integrated team approach, generate evidence and draft policy papers;

- b. Education in the States and generate policy notes on capacity, capability and skill mix;
 - c. Regulation and policy in relation to the profession and professional practice and draft policy notes for strengthening policy at different levels;
- Develop strategic notes to provide advice to the leadership;
- Collate, maintain and analyse medical and dental workforce data (on annual basis) with regard to–
 - a. Number of sanctioned/in-position in public health facilities
 - b. Number of registered workforce – from statutory Councils/ associations as applicable
 - c. Number of educational Institutions, courses along with their admission capacity on annual basis.
 - d. Number of Teaching Faculty in the Institutions along with their specialization from all the States as applicable and available
- Review global standards and develop accreditation norms for institutions offering educational programs in the country;
- Undertake mapping of best practices (including innovations) and provide evidence for State ranking on the basis of HRH indicators
- Support the division in techno-secretarial work related with-
 - a. implementation of the Schemes of the Department, preparation of SFC/EFC/ Memos, Drafting Cabinet Notes, Notes on various Schemes of the Department;
 - b. technical inputs on representations, grievances, court cases related activities and RTIs etc., get them validated and submit to the concerned Section/Division;
- Collaborate with State Level officers concerning with Health and Family Welfare programme to identify the gaps, challenges and potential solutions in the demand and supply side of the workforce.
- Establish liaison with stakeholders and coordinate technical discussions as applicable
- Collaborate with statutory councils, professional associations and other relevant stakeholders to review progress in the field and to set shared strategic short term and long term goals
- Ensure timely and proper completion of task assigned in the Section;
- Any other task assigned from time to time by the Competent Authority;

Age Limit: 40 years below. Age can be relaxed for a suitable candidate.

6. Name & No. of Post: Consultant – HRH IS and IT (1 Post)

Qualification & Experience

- B. Tech/ B.E in computer Science or MCA or equivalent qualification from a recognized University with preferably DBA/.Net/ Java Certification from a recognized body
- Two to Five years' post qualification experience in the field at national level in developing web portals and web based database applications (preferably in Government programs/ departments)

- Work experience in the relevant field will be given due weight age.
- Demonstrated ability to work with multiple stakeholders and in a multi-disciplinary team environment
- Robust understanding of health system along with strong analytical, writing and communication skills to accomplish tasks mentioned in the roles and responsibilities.

Remuneration Range: Between Rs. 60,000/- to Rs. 1,20,000/- per month

Role and Responsibilities:

The consultant will work toward strengthening the HRH-IS related initiatives, under the overall supervision of the Technical Advisor and in close coordination with the Director (HRH) as appropriate. The Consultant will work on the following

-

- Undertake development and maintenance of an integrated web based portal under the direction of the Ministry for collection of data from existing databases of statutory council;
- Designing of the web portal to make it user friendly, interactive and appealing for the end user;
- Undertake designing of forms for user registration, creation of unique login id for each user, retrieving passwords etc. to ensure authenticated and secure web access;
- Undertake maintenance of web portal and meet requirements for back end support;
- Address queries and complaints regarding technical issues from end users;
- Analysis on usage and hits on the web portal to check for duplicity etc.
- Update portal as and when required;
- Any other task assigned from time to time by the Competent Authority.

Age Limit: 40 years below. Age can be relaxed for a suitable candidate.

Location: New Delhi

The applications should reach the NIHFWS latest by 5/7/2019

NOTE:

The Selection committee can recommend relaxation of experience in the case of deserving candidates.

Duration: Appointment will be initially for a period of one year extendable further subject to project continuation. There will be quarterly review of performance. The selected candidate at the time of joining reporting to **Technical Advisor, NHRH Unit, MoHFW and DS / Director (HRH), MoHFW.**

Interested candidates may send application to ***the Dy. Director (Admn.), The National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, NEW DELHI-110067.*** Candidates working in Central Govt./State Govt./Autonomous Bodies/Universities/PSUs are requested to apply through proper channel.

DIRECTOR



The National Institute of Health & Family Welfare
Baba Gang Nath Marg, Munirka, New Delhi-110067

Space for
recent colour
Pass port
size
photograph

Name of the Nodal Agency/ Project:

To be signed across

1. Name of the post applied for : _____
2. Name of the candidate in full
(Capital letters) : _____ / _____
(In Hindi) _____
3. Father's/Mother's Name : _____
4. Address for correspondence : _____
With mobile phone and e-mail _____
5. Permanent Address : _____
: _____
6. Date of birth and present age
(on the date of Test) : _____
7. Whether belongs to SC/ST/OBC
/ Minority / PwD (Please specify) : _____
8. Educational Qualifications :

Sr. No.	Qualification	Board / University	Year of passing	Max. Marks	Marks obtained	Percentage (%)

9. Details of employment work / Experience:

Post held	Name of Deptt. / Organization	Salary drawing / drawn	From	To	Nature of duties performed

(Attach a separate sheet if space is inadequate)

10. In case of Pensioner:

Name of the Organization with full address	Post held	Scale of Pay / PB with Grade Pay/ Pay Level	Amount of Basic Pension	Remarks

11. Any other relevant information: _____
(Please attached a sheet if space is insufficient)

12. List of enclosures (self- attested)

- a.
- b.
- c.

Signature of the applicant
Date: _____