



# Meghalaya Health Systems Strengthening Project

## Government of Meghalaya



No:DHS/H-3/MHSSP/Hiring/2022-23 (CXXI)

Date:25.08.2026

### ADVERTISEMENT

Applications from citizens of India are urgently required for appointment on a contractual basis for filling up the following post as given below for the **Meghalaya Health Systems Strengthening Project (MHSSP)**, Meghalaya for a period of 1 year extendable based on performance.

| Sl. no | Name of Post                                            | No of Post | Remuneration           | Essential Qualification and experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Place of Posting |
|--------|---------------------------------------------------------|------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|        |                                                         |            | (INR)                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |
| 1      | General Manager - Health Financing                      | 1          | As per MHSSP PMU norms | <p><b>Qualification:</b> Postgraduate degree in any discipline, preferably in health economics, economics, public finance, public policy, health financing, public health.</p> <p><b>Experience:</b> At least 13 years of relevant experience in health financing, public financial management, performance/results-based financing, health economics or health-sector budgeting, including substantial responsibility for implementation rather than advisory inputs alone.</p>                             | MHSSP HQ         |
| 2      | Addl. General Manager (Environment & Social Safeguards) | 1          | As per MHSSP PMU norms | <p><b>Qualification:</b> Master's degree in social sciences, social work, sociology, anthropology, development studies, public health, environmental/ social management, public health</p> <p><b>Experience:</b> At least 8 years of relevant professional experience in social risk management, safeguards/ ESS compliance, community engagement or inclusion in public-sector, health or externally aided development programmes; experience in tribal and remote-area contexts is strongly desirable.</p> | MHSSP HQ         |



**Meghalaya Health Systems Strengthening Project**

Dept. of Health & Family Welfare, Government of Meghalaya

Red Hill Road, Upper New Colony, Shillong 793003, Meghalaya



[pmu.admin@meghssp.org](mailto:pmu.admin@meghssp.org)



7005161416



# Meghalaya Health Systems Strengthening Project

## Government of Meghalaya



|   |                        |   |                          |                                                                                                                                                                                                                                                                |             |
|---|------------------------|---|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 3 | Associate<br>(Finance) | 1 | As per MHSSP<br>PMU norm | <b>Qualification:</b> A bachelor's degree in finance, accounting, economics, or a related business field<br><b>Experience:</b> Minimum of 2 years of hands-on experience in finance and accounting. Strong proficiency in Microsoft Excel and Financial Tools. | MHSSP<br>HQ |
|---|------------------------|---|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|

Qualified and interested candidates can submit their applications electronically through **Google Form** (Link below) only on or before **4:00pm of the 30<sup>th</sup> Aug 2026**, with soft copies of their bio-data, certificates and job experience. The Terms of Reference for the above post can be downloaded from the MHSSP website (<https://meghssp.org/>) under Recruitment section. For any future information updates, candidates are to check our website.

### Terms and Conditions:

1. All biodata and testimonials (incl. CV/Resume) are to be scanned and forwarded in a **single PDF file**.
2. The minimum years of experience may be relaxed by the competent authority if the number of candidates meeting the requirement is less.
3. All applicants are required to fill out the Google form <https://tinyurl.com/Variouspost-MHSSP>

Sd/-  
Project Director, MHSSP  
Meghalaya, Shillong



**Meghalaya Health Systems Strengthening Project**

Dept. of Health & Family Welfare, Government of Meghalaya

Red Hill Road, Upper New Colony, Shillong 793003, Meghalaya



[pmu.admin@meghssp.org](mailto:pmu.admin@meghssp.org)



**7005161416**

# **TERMS OF REFERENCE (TOR) FOR THE POST OF GENERAL MANAGER (HEALTH FINANCING), ADDL. GENERAL MANAGER (ENVIRONMENT & SOCIAL SAFEGUARDS) & ASSOCIATE (FINANCE) UNDER THE MEGHALAYA HEALTH SYSTEMS STRENGTHENING PROJECT (MHSSP)**

## **Introduction to the Project**

Meghalaya, a small state in the North East India, carved out of Assam in 1972, has a Legislative Assembly and three autonomous Hill Councils, covering all 11 districts. With a population of 3 million (2011), the state is on average poorer than rest of India, but more equitable, as only 12 percent of the population live below the national poverty line in comparison to 22 percent at the national level (2011-12). The state is predominantly rural (80 percent), with a hilly terrain, rapid urbanization and poor connectivity. With 86 percent of the population categorized as Scheduled Tribe, Meghalaya's main ethnic communities are the Khasis, the Garos and the Jaintias. The complexities in the governance structures provide unique challenges to social and health outcomes, that need local solutions.

The Government of Meghalaya is committed to improving the health status of its citizens.

Despite considerable challenges, the state has shown progress in various health indicators over the last decades. To further accelerate the progress, the Department of Health and Family Welfare (DoHFW), Government of Meghalaya with technical and financial support from the World Bank, is implementing 'Meghalaya Health Systems Strengthening Project' (MHSSP) in the state. The MHSSP intends to improve accountability, quality and utilization of health services in Meghalaya, especially among public facilities at the primary health center (PHC), community health center (CHC) and district hospital levels. In order to achieve its objectives, the MHSSP will over the next five years adopt a system approach to combine results-based financing and input-based financing with the aim of achieving enhanced performance management in the public sector.

The project activities are structured across 4 broad areas, while the first three address different parts of the project development objective (Accountability, Quality and Utilization), the fourth area is related to Contingent Emergency Response Component. The details are as under:

### **Area 1: Improve accountability and strengthen governance through Internal performance agreements:**

This will support the creation of an enabling environment for reforms at each level (state, district and sub-district), enhance performance of the DoHFW and its subsidiaries, and improve efficiency of the public health administration.

**Area 2: Strengthen Systems to Sustain Quality of health service:** This will focus on improving the quality of care through a comprehensive quality assurance for health service; augmenting systems related to human resource management, bio-medical waste management, procurement and supply chain, and project management capacity.

**Area 3: Increase coverage and utilization of quality health services:** This will mainly focus on increasing the coverage of the state health insurance program, pilot for strengthening primary care response through the Health and Wellness Centers, strengthening community interventions and engagement.

**Area 4: Contingent Emergency Response Component:** A mechanism for provision of immediate response to an Eligible Crisis or Emergency, as needed.

|                  |                                                                        |
|------------------|------------------------------------------------------------------------|
| Job Title        | General Manager - Health Financing                                     |
| No. of Positions | 1                                                                      |
| Duty Station     | MHSSP PMU Office                                                       |
| Organization     | Meghalaya Health Systems Strengthening Project (MHSSP)                 |
| Nature of Job    | Permanent PMU position, subject to applicable Government service rules |
| Duration         | Ongoing, subject to applicable Government service rules                |
| Remuneration     | As per MHSSP PMU norms                                                 |

### **Scope of Work:**

The Health Financing Expert will be the permanent PMU's technical and operational lead for health-financing reform and for end-to-end implementation and institutionalisation of Outcome-Based Budgeting (OBB)/ Internal Performance Agreement (IPA) approach. The Expert will ensure that the allocated budget resources are allocated equitably and linked to verified performance and health outcomes, while maintaining sound financial management, timely fund flow, accountability and evidence-based decision-making. The Expert will translate the OBB Operations Manual into an executable annual and half-yearly cycle across State entities, districts, hospitals and health facilities, while carrying forward relevant lessons and systems from the implementation so far.

### **Key Responsibilities**

#### **End-to-end OBB/IPA governance and implementation**

- Maintain the consolidated OBB/IPA implementation roadmap, annual calendar, roles and accountability matrix, risk register, issue log and standard operating procedures, working with the Joint Directorate Committee (JDC), MHIS, NHM, MMDSL and other notified implementing structures.
- Maintain the master list and categorisation of participating entities; support notification of new entities and half-yearly updates to facility tiers; ensure that OBB and IPA arrangements are harmonised and that transition decisions are documented and implemented.
- Prepare the annual OBB budget proposal within the State Health Budget and calculate entity-wise maximum allocations after Government approval, using the fixed and variable/equity model and approved factors such as population, district difficulty, service utilisation, distance and institutional deliveries; issue quality-assured allocation schedules for notification.
- Oversee readiness requirements, including constitution of committees/sub-committees, authorised signatories, OBB bank accounts, procurement compliance and any future Single Nodal Account-like fund-flow mechanism; maintain a verified readiness and account master database.

#### **Performance frameworks, assessments and earned-fund calculation**

- Coordinate periodic review of entity-specific performance frameworks, indicators, methods of verification, baselines, targets, weights and scoring rules so that they remain aligned with State health outcomes, quality of care, management performance, equity and community feedback.
- Plan and monitor the two half-yearly OBB cycles (April-September and October-March), including entity self-assessments in the final month of each period and external assessments within 45 days after period-end.
- Coordinate formation, orientation and scheduling of the District Quality Assessment Teams, Joint Directorate Assessment Teams and Independent Assessment Teams; ensure use of the approved online assessment tool, signed reports, complete evidence and timely submission to the PMU.

- Review assessment results and data-quality exceptions, coordinate score approval, maintain a complete audit trail and calculate the amount earned by each entity by applying its approved assessment percentage to the maximum half-yearly allocation.
- Communicate approved scores and earned amounts to entities, manage clarifications or appeals under approved procedures and analyse performance patterns, incentive effects, equity implications and implementation bottlenecks for management action.

### **Action plans, approvals, disbursement and utilisation**

- Issue planning ceilings and guide entities to prepare half-yearly, item-wise action plans and budgets linked to OBB indicators, local service gaps, community feedback and other financing sources, with quantities, unit rates, justification and required committee minutes.
- Monitor action plan submissions and reviews within the prescribed timeline for completeness, eligibility, value, duplication and compliance with the Operations Manual, Unified SOP and negative list; coordinate with HEW, NHM, MHIS, MMDSL, Directorates and other programmes to prevent duplication.
- Provide technical support to the State Level Procurement Committee and maintain a decision tracker for action-plan approvals, high-value procurement/equipment and civil works, conditions, revisions and communications to entities.
- Verify all preconditions for release: approved performance scores, approved action plan, previous-period Utilisation Certificate and Statement of Expenditure, and updated KPI/HR dashboard; prepare accurate sanction and disbursement recommendations.
- Ensure timely release to designated OBB accounts; record disbursements in the PMU accounting system; obtain Acknowledgement Receipts within 10 days of credit; and track balances, interest, savings, deviations, eligible use and results achieved.
- Monitor submission and quality of half-yearly Utilisation Certificates and Statements of Expenditure by the prescribed deadline; reconcile approved action plans, actual expenditure and adjustments, and pursue incomplete or unsupported expenditure to closure.
- Maintain oversight of required books, bank reconciliations, assets, stocks, vouchers, invoices, TDS records and procurement documentation; support annual internal audit, follow-up of findings and compliance with current General Financial Rules and applicable Government requirements.

### **Community accountability and institutional learning**

- Coordinate with the State Health Systems Resource Centre (SHSRC) so that annual public feedback and social-audit findings, including Village Health Council inputs and Public Satisfaction Scores, inform entity action plans, service improvements and performance reviews.
- Operate dashboards and structured monthly/quarterly reviews covering assessment progress, scores, action plans, approvals, releases, utilisation, procurement, audit findings and health outcomes; document lessons from IPA, the OBB pilot and statewide implementation.
- Build the capacity of PMU divisions, assessment teams, committees and participating entities through manuals, templates, training, coaching and help-desk support, and implement a transition plan that embeds OBB/IPA functions in routine Government systems.

### **Health budget, expenditure and health-financing analysis**

- Lead periodic expenditure tracking and prepare an annual health-sector resource map covering State funds, NHM and centrally sponsored schemes, MHIS/PM-JAY, RKS/facility funds, OBB/IPA grants, insurance reimbursements, project resources and other material flows, without double counting.
- Analyse budget formulation, allocation, releases and actual expenditure by programme, economic classification, level of care, district and facility; produce monthly budget-versus-actual dashboards and quarterly, semi-annual and annual decision notes on variance, absorption, timeliness, efficiency and equity.

- Undertake public expenditure, fiscal-space, costing and sustainability analysis; prepare medium-term scenarios and assess the affordability, opportunity costs, distributional effects and financing gaps of priority policies, service packages and reforms.
- Link financial data with HMIS, OBB/IPA, insurance, human-resource, procurement, quality and service-utilisation data to explain performance and support prioritisation, forecasting and course correction.
- Provide policy inputs to DoHFW and State working groups; support facilities to identify appropriate financing sources and improve prioritisation and efficient use of RKS, insurance, OBB/IPA and other public funds.
- Document health-financing and OBB/IPA experience through operational guidance, case studies, policy briefs and other knowledge products for institutional learning and appropriate dissemination.
- Undertake other related responsibilities assigned by the Project Director consistent with the purpose of the position.

### **Core Outputs**

- Annual OBB/IPA budget, entity allocations, implementation calendar and updated operational guidance; two completed half-yearly cycles with approved scores, earned-fund calculations and disbursements.
- Entity readiness/account master, assessment and score database, action-plan approval tracker, disbursement register, AR/UC/Statement of Expenditure tracker and audit/corrective-action log.
- Monthly management and expenditure dashboard; quarterly OBB/IPA and health-financing decision note; semi-annual and annual implementation and health-financing reports.
- Annual health resource map and budget brief; agreed public-expenditure, costing, fiscal-space, insurance or financing studies; documented capacity-building and institutionalisation plan.

### **Minimum Qualifications and Experience**

- Postgraduate degree in any discipline, preferably in health economics, economics, public finance, public policy, health financing, public health.
- Desirable: At least 13 years of relevant experience in health financing, public financial management, performance/results-based financing, health economics or health-sector budgeting, including substantial responsibility for implementation rather than advisory inputs alone.
- Demonstrated experience managing an end-to-end health insurance or performance-financing or outcome-based budgeting cycle, including equitable allocation, indicators and assessments, action plans, fund-flow calculations, utilisation reporting, audit trails and course correction.
- Strong experience analysing Government health budgets and expenditure and producing decision-oriented products; proficiency in advanced spreadsheet/data analysis and familiarity with Government treasury/financial, insurance and health-information systems.
- Working knowledge of Government financial and procurement rules, utilisation certificates, statements of expenditure, audit and internal controls; experience with NHM, PM-JAY/state insurance and facility-level financing is highly desirable.
- Experience working with State or Central Government health programmes and externally aided projects is highly desirable, together with excellent analytical, drafting, facilitation, training and stakeholder-management skills.

|                  |                                                                        |
|------------------|------------------------------------------------------------------------|
| Job Title        | Addl. General Manager (Environment & Social Safeguards)                |
| No. of Positions | 1                                                                      |
| Duty Station     | MHSSP PMU Office                                                       |
| Organization     | Meghalaya Health Systems Strengthening Project (MHSSP)                 |
| Nature of Job    | Permanent PMU position, subject to applicable Government service rules |
| Duration         | Ongoing, subject to applicable Government service rules                |
| Remuneration     | As per MHSSP- PMU norms                                                |

#### Scope of Work:

The Social Development Expert will serve as the PMU's institutional lead for social risk management, inclusion, stakeholder engagement and compliance under the Meghalaya Health Systems Strengthening Project. The Expert will ensure that project activities comply with the World Bank Environmental and Social Framework and all applicable project instruments, including the Environmental and Social Management Framework (ESMF), Environmental and Social Commitment Plan (ESCP), Stakeholder Engagement Plan (SEP), site/activity-specific Environmental and Social Management Plans (ESMPs), grievance arrangements and other approved instruments. The Expert will embed these systems within the permanent PMU and DoHFW, with particular attention to equitable access for tribal, remote and otherwise vulnerable populations.

#### Key Responsibilities

##### ESS compliance and environmental/social instruments

- Maintain an up-to-date compliance matrix covering applicable requirements under ESS framework; national and state requirements; the ESCP; ESMF; SEP; ESMPs; and other approved instruments, with owners, deadlines, evidence and status.
- Lead social screening and due diligence for proposed activities, including rehabilitation/minor civil works, procurement, technical assistance, facility operations and community interventions; identify risks of exclusion, unequal access, labour and working-condition issues, community health and safety concerns, SEA/SH risks, impacts on tribal communities and cultural heritage considerations.
- Prepare, review, update and quality-assure social sections of ESMPs and other instruments; ensure mitigation measures, costs, responsibilities, monitoring indicators and reporting requirements are incorporated into designs, bidding documents, contracts, work plans and budgets before activities commence.
- Undertake regular field supervision and document compliance through checklists, photographs, consultations, records and corrective-action plans; track findings to verified closure and immediately escalate material non-compliance, serious incidents or repeated delays to the Project Director.
- Coordinate timely notification, investigation, documentation and follow-up of environmental and social incidents in accordance with the ESCP and agreed project procedures.

##### Stakeholder engagement, inclusion and grievance management

- Lead implementation and periodic updating of the SEP, including stakeholder mapping and culturally appropriate engagement with Autonomous District Councils, traditional institutions, women, persons with disabilities, remote communities, facility users, workers and other vulnerable or underserved groups.
- Ensure consultations and disclosures are accessible, inclusive, documented and reflected in project decisions; monitor whether benefits and services reach remote and tribal populations

without discrimination or exclusion.

- Oversee the project grievance redress mechanism, including multiple intake channels, acknowledgement, referral, resolution timelines, appeals, confidentiality and survivor-centred handling/referral of SEA/SH-related complaints; analyse trends and recommend systemic corrective actions.
- Support compliance with labour-management, occupational health and safety, community health and safety, gender equality, prevention of sexual harassment and SEA/SH risk-management requirements, including worker codes of conduct and referral pathways where applicable.

#### Institutional systems, capacity and reporting

- Develop standard operating procedures, templates, dashboards and document-control arrangements for E&S screening, approvals, supervision, grievances, incidents, consultations, BMWM and corrective-action tracking.
- Prepare monthly internal dashboards and consolidated quarterly/annual E&S performance reports for PMU/DoHFW and the World Bank, supported by verifiable evidence; contribute to implementation reviews, missions and audits.
- Build the capacity of PMU, district and facility teams, contractors and partners through induction, refresher training, coaching and on-the-job support, and progressively institutionalise responsibilities within DoHFW systems.
- Support and facilitate the social development aspects of bio-medical waste management (BMWM), in coordination with relevant technical teams, facilities and authorities.
- Undertake other related responsibilities assigned by the Project Director consistent with the purpose of the position.

#### Minimum Qualifications and Experience

- Master's degree in social sciences, social work, sociology, anthropology, development studies, public health, environmental/ social management, public health
- At least 8 years of relevant professional experience in social risk management, safeguards/ ESS compliance, community engagement or inclusion in public-sector, health or externally aided development programmes; experience in tribal and remote-area contexts is strongly desirable.
- Demonstrated experience with ESMFs, ESCPs, SEPs, ESMPs, grievance mechanisms, field compliance monitoring and corrective-action tracking; working knowledge of the World Bank ESF and relevant Indian legal/regulatory requirements.
- Practical understanding of health-care/ BMW management, occupational and community health and safety, gender and SEA/ SH risk management; ability to coordinate effectively with technical specialists and regulators.
- Strong analytical, facilitation, report-writing, data-management and communication skills, with willingness and ability to travel regularly across Meghalaya.

|                  |                                                        |
|------------------|--------------------------------------------------------|
| Job Title        | Associate (Finance)                                    |
| No. of Positions | 1                                                      |
| Duty Station     | MHSSP HQ -East Khasi Hills.                            |
| Organization     | Meghalaya Health Systems Strengthening Project (MHSSP) |
| Nature of Job    | Purely Contractual Basis                               |
| Duration         | 1year maybe extended based on performance              |
| Remuneration     | As per MHSSP-PMU Norms                                 |

#### Scope of Work:

The Finance Associate will be responsible for supporting the organization's day-to-day financial operations and ensuring that financial transactions, records, reporting, and controls are maintained accurately, transparently, and in accordance with organizational policies and applicable requirements.

#### Key Areas of Responsibility

##### 1. Accounting and Bookkeeping

- Maintain accurate and up-to-date financial records.
- Record income, expenditure, payments, receipts, and other transactions.
- Maintain accounting ledgers, vouchers, and supporting documents.
- Assist with monthly, quarterly, and annual closing activities.

##### 2. Financial Transactions

- Process invoices, payment requests, reimbursements, advances, and settlements.
- Verify that transactions have proper authorization and supporting documentation.
- Ensure correct accounting codes and budget lines are used.

##### 3. Cash and Bank Management

- Maintain petty cash and cash books.
- Assist with bank reconciliations.
- Monitor bank and cash balances.

##### 4. Budget Monitoring

- Assist in preparation and monitoring of budgets.
- Track expenditure against approved budgets.
- Prepare budget-versus-actual reports and highlight significant variances.
- Support programme teams in monitoring financial utilization.

##### 5. Financial Reporting

- Assist in preparing periodic financial reports.
- Provide financial data and supporting schedules to management.
- Support preparation of donor/project financial reports, where applicable.

#### 6. Compliance and Internal Controls

- Ensure compliance with financial policies, procedures, and applicable regulations.
- Check expenditure for eligibility, accuracy, authorization, and completeness.
- Maintain appropriate segregation of duties and other internal controls.
- Identify and report financial irregularities or risks.

#### 7. Procurement and Vendor Management

- Review procurement and vendor payment documentation.
- Process approved vendor payments.
- Maintain vendor records and support reconciliation of vendor accounts.

#### 8. Audit Support

- Maintain complete and well-organized financial files.
- Provide documentation required for internal and external audits.
- Assist in responding to audit queries and implementing agreed recommendations.

#### 9. Coordination and Financial Support

- Coordinate with programme, administration, procurement, and HR teams on financial matters.
- Provide guidance to staff on financial procedures and documentation.
- Support improvements in financial systems and processes.

#### 10. Confidentiality and Professional Standards

- Maintain confidentiality and security of financial information.
- Demonstrate integrity, accuracy, accountability, and professionalism.
- Perform other finance-related duties assigned by the Finance Manager or supervisor.

#### Qualification:

A bachelor's degree in finance, accounting, economics, or a related business field with minimum of 2 years of hands-on experience in finance and accounting. Strong proficiency in Microsoft Excel and Financial Tools.