



Meghalaya Health Systems Strengthening Project

Government of Meghalaya



No.DHS/H-3/MHSSP/Hiring/2022-23 (XVIII)

Dated: 07.07.2022

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.**

Sl. no	Name of Post	No of Post	Remuneration	Essential Qualification and Experience	Place of Posting
			(INR)		
1	Accounts Associate (AA)	2	Starting 50,000.00 (Which may increase as per MHSSP norms)	Masters in Commerce (Accountancy) with 2 years of relevant experience or Bachelors in Commerce (Accountancy) with 4 years of relevant experience. Preference shall be given to candidates who have used Tally to maintain accounts in previous work experience, who are familiar with Externally Aided Project (EAP) in particular World Bank financial procedures is an advantage. Sound knowledge of administrative procedures of the State Government. Knowledgeable in inventory control and procurement procedures. Good experience and skills in providing logistics and facilitation to multi-stakeholder consultations. Good knowledge of MS office.	Shillong

Qualified and interested candidates can submit their applications electronically through **Google Form** (Link below) only on or before **4:00pm of the 18th July 2022**, with soft copies of their bio-data, certificates and job experience. The Terms of Reference for the above post can be downloaded from the NHM Meghalaya website under MHSSP Recruitment or you can visit the MHSSP website (<https://meghssp.org>). The applications of the candidates will be screened and intimated in due course. For any future information updates, candidates are to check our website from time to time.

Terms and Conditions:

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

Sd/-

Ramkumar S, IAS

Project Director, MHSSP



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



7005161416

TERMS OF REFERENCE FOR TERMS OF REFERENCE FOR ACCOUNTS ASSOCIATE UNDER THE MEGHALAYA HEALTH SYSTEMS STRENGTHENING (MHSS) PROJECT

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 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.

<u>Title:</u>	Accounts Associate (AA)
<u>Duty Station:</u>	Shillong, Meghalaya
<u>Duration of Assignment:</u>	3 years, but renewal every year based on performance.
<u>Expected starting date:</u>	August 2022
<u>Direct Supervisor:</u>	Chief Finance Officer, MHSSP
<u>No of vacancies:</u>	2 (TWO)

Background

Objectives

To provide financial management and accountancy support to the Project and reports to the Chief Finance Officer (CFO), MHSSP.

Expected outputs

The itemized project workplans (Annual Workplans, Quarterly Workplans) and financial supporting documents prepared and submitted for approval

Support in preparing project financial reports (quarterly, annual and terminal reports; input to relevant audit/spot check reports, cash transactions etc) submitted to World Bank, CAG, Government of Meghalaya, Govt of India.

Financial documents (bank transfer, balance sheet accounts etc.) are maintained and recorded

Place of Posting and Scope of work

The Project Accountant will work at O/o of the Project Director, Project Management Unit (PMU), Health Complex, Red Hill Road, Upper New Colony, Shillong - 793003 and have the following specific responsibilities/duties:

Planning and budgeting:

- Participate in preparation of project annual work plans and periodical financial plans as required for the project implementation on a timely basis;
- Help in preparation of quarterly reports to claim reimbursement of funds expended from funding agency and the Govt. of India in the format applicable.
- Liaise with the health facilities for their budget and expenditure numbers as per IPA operation manual.
- Assist the CFO, MHSSP in project budget monitoring and project budget revision.

Accounting/ Reporting:

- Set up accounting system, including reporting forms and filling system for the project, in accordance with the project appraisal document (PAD) and the State norms;
- Maintain petty cash transactions; this includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances;
- Prepare cheques and withdraw money from the bank;
- Enter financial transactions into the computerized accounting system (Tally) on a daily basis;
- Liaise with Project's tax consultant for compliance with prevalent rules and regulations related to TDS for payments to vendors, contractors, etc.
- Maintain cash book balance in the relevant format along with monthly reconciliation of bank balance;
- Be responsible for all related finance and accounting work and work with auditor to timely prepare audited Project financial statements;
- Be responsible for maintenance of all necessary reports, registers, formalities with relation to the annual CAG audit of the Project

Control:

- Check budget lines to ensure that all transactions are booked to the correct budget lines;
- Follow up bank transfers. This includes preparing the bank transfer requests, submitting them to the bank and keeping track of the transfers;
- Ensure Petty Cash to be reviewed and updated ensuring that records are up-to-date;
- Continuously improve project systems & procedures to enhance internal controls to satisfy audit requirements.

Bank reconciliation:

- Bank accounts should be reconciled and reported on or before the 8th of each month; and
- Prepare monthly bank reconciliation statement, including computation of interests gained to be included into reports.

Other tasks and duties:

- Maintain the inventory file to support purchases of all equipment/assets.
- Undertake other relevant matters assigned by the PD and CFO of the Project.

Qualifications and Experience

Education:

- Masters in Commerce (Accountancy) with 2 years of relevant experience or Bachelors in Commerce (Accountancy) with 4 years of relevant experience.

Experience:

- Used Tally to maintain accounts in previous work experience;
- Familiar with Externally Aided Project (EAP) in particular World Bank financial procedures is an advantage
- Sound knowledge of administrative procedures of the State Government
- Knowledgeable in inventory control and procurement procedures
- Good experience and skills providing logistic and facilitation to multi-stakeholder consultations
- Good knowledge on Ms tools.
- Good interpersonal and communication skills, both verbal and written.
- Appropriate English language skills, both spoken and written.

Salary:

Starting INR 50,000 per month. Which may increase as per MHSSP norms.