



Meghalaya Health Systems Strengthening Project

Government of Meghalaya



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

Dated: 05.08.2023

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	Project Associate (Media, Communication, and Personal Engagement)	3	Starting 50,000.00 (Which may increase as per MHSSP norms)	QUALIFICATIONS: Graduate or Post Graduate in Mass Communication, Journalism, Public Relations, Media Studies, English, or a related field from a recognized institution. Computer proficiency and familiarity with MS Word, Excel, and PowerPoint. EXPERIENCE: For Post Graduates minimum 2 years of relevant work experience in the media and communications sector, with published articles or write-ups, and 4 years for Graduates.	Shillong
2	District Quality Assurance Associate (DQAA) For East Khasi Hills	1	Starting 50,000.00 (Which may increase as per MHSSP norms)	QUALIFICATIONS: Applicants must possess at least a degree in MBBS / Dental/ AYUSH /MSc. Nursing OR Masters in Hospital Administration/Public Health/Medical Sociology/Management/ Business Administration/ Health Management/ Hospital Management/ Health Informatics) or any other relevant PG qualification. (Medical / non-medical background) EXPERIENCE: Applicant must possess a minimum of three years of experience (from medical background) OR 5 years (for non-medical background)	DMHO Office (EKH)
3	Health Engineering Manager (Garo Region)	1	Starting 60,000.00 (Which may increase as per MHSSP norms)	QUALIFICATIONS: Graduate or Post-graduate in Civil Engineering or equivalent from a recognized institute. EXPERIENCE: Post Graduate with at least 2 years of experience or a Graduate with at least 4 years of experience in procuring goods, services, and works for civil works, water Sanitation, and Biomedical Waste Management	Garo Region

Qualified and interested candidates can submit their applications electronically through **Google Form** (Link below) only on or before **5:00pm of the 19th August 2023**, 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>). 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/Adv-MHSSP>

Sd/-
Ramkumar S, IAS
Project Director, MHSSP

TERMS OF REFERENCE FOR TERMS OF REFERENCE FOR PROJECT ASSOCIATE (MEDIA, COMMUNICATION, AND PERSONAL ENGAGEMENT) UNDER THE MEGHALAYA HEALTH SYSTEMS STRENGTHENING (MHSS) PROJECT

Introduction to the Project

Meghalaya, a small state in 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 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 the 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 the provision of immediate response to an Eligible Crisis or Emergency, as needed

Job Title	Project Associate (Media, Communication, and Personal Engagement)
No. of Positions	3 (Three)
Duty Station	Shillong
Organization	Meghalaya Health Systems Strengthening Project (MHSSP)
Nature of Job	Purely Contractual Basis
Duration	3 years subject to satisfactory performance appraisal on an annual basis
Salary	Starting Salary of INR 50,000 which may increase based on experience and qualification as per MHSSP norms

SCOPE OF WORK:

To support in documenting various events, programs, visits, and activities under the health sector.

JOB RESPONSIBILITIES:

Written Documentation

1. Assist in creating write-ups and summaries to accompany visual content and social media captions to effectively communicate key messages and highlights.
2. When required, assisting in meetings which may include taking meeting notes and/or preparing pre-meeting debriefs
3. Preparing statements, reports, memos, letters, and other documents
4. Researching and conducting data to prepare documents for review and presentation.

Coordination and Support

1. To organize daily schedules, appointments & Meetings
2. Coordinate with the higher management or different stakeholder in the department to establish priorities. and plan logistics.
3. Answering phones, routing calls to the correct person, or taking messages.
4. Helping prepare for meetings.
5. Reading and analyzing incoming memos, and submissions, and distributing them as needed.
6. Making travel arrangements

Photography and Videography

1. Accompany the higher management for events, programs, visits, and other engagements, capturing high-quality photographs and videos.
2. Ensure proper lighting, composition, and framing to create visually appealing and engaging content.
3. Edit and retouch photos/videos as necessary, maintaining a consistent and professional visual style.

Post-Production and Delivery

1. Process and organize captured footage, selecting the best shots and sequences for final production.
2. Edited footage, and pictures with captions to be uploaded on various platforms, including websites, social media, and presentations.
3. Deliver final videos, photographs, and written documentation in a timely manner, meeting project deadlines.
4. Ensure compliance with copyright laws and obtain necessary permissions for media usage when required.
5. Good knowledge of SEO, keyword research, social media tools, and google analytic

QUALIFICATION AND EXPERIENCE:

1. Graduate or Post Graduate in Mass Communication, Journalism, Public Relations, Media Studies, English, or a related field from a recognized institution.
2. Post Graduates minimum 2 years of relevant work experience in the media and communications sector, with published articles or write-ups, and 4 years for Graduates.
3. Proficiency in using professional-grade camera equipment, video editing software (e.g., Adobe Premiere Pro, Final Cut Pro), and image editing tools (e.g., Adobe Photoshop, Lightroom).
4. Familiarity with social media platforms and current trends in visual storytelling.
5. Strong creative vision and attention to detail, with the ability to capture and deliver visually appealing and compelling content.
6. Excellent written communication skills, including the ability to write clear, concise, and engaging content. Proficiency to speak and write in any of the local languages (Khasi, Garo, Pnar) would be an added advantage.
7. Ability to make good PowerPoint presentations and be well-versed in MS Office.
8. Flexibility to travel extensively and adapt to changing schedules and locations.
9. Knowledge of event coordination and logistics is an advantage.
10. Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
11. A professional portfolio showcasing previous work in videography, photography, and written documentation/Social Media post is highly desirable.
12. Ability to organize a daily workload by priorities.
13. Professional level verbal and written communications skills.

TERMS OF REFERENCE (TOR) FOR DISTRICT QUALITY ASSURANCE ASSOCIATE (DQAA) EKH UNDER THE MEGHALAYA HEALTH SYSTEMS STRENGTHENING (MHSS) PROJECT

Introduction to the Project

Meghalaya, a small state in 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 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 the 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.

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

Job Title	DISTRICT QUALITY ASSURANCE ASSOCIATE (DQAA) for East Khasi Hills
No. of Positions	1 (one)
Duty Station	DMHO Office EKH
Organization	Meghalaya Health Systems Strengthening Project (MHSSP) reporting to Project Consultant (IPA)
Nature of Job	Purely Contractual Basis
Duration	3 years subject to satisfactory performance appraisal on an annual basis
Salary	Starting Salary of INR 50,000 which may increase based on experience and qualification as per MHSSP norms

SCOPE OF WORK:

- The District Quality Assurance Associate (DQAA) will provide techno-managerial support for the PMU in any aspect of the Quality Assurance program.
- She/he will be responsible for implementing and establishing quality procedures, standards, and specifications and undertake periodic assessments, in order to bring the quality improvement of the District Hospital/CHC/PHC in their respective district, with the objective of achieving the Internal Performance Agreement (IPA) indicators.
- The District Quality Assurance Associate will be deployed in the respective district DMHO office on a full-time basis and will have to report to the DMHO.
- She/he will have to coordinate and assist the PMU Consultants.

QUALIFICATIONS:

(a) Applicants must possess at least a degree in MBBS / Dental/ AYUSH /MSc. Nursing

OR

Graduation with Masters's in Hospital Administration/Public Health/Medical Sociology/Management/ Business Administration/ Health Management/ Hospital Management/ Health Informatics) or any other relevant PG qualification. (Medical / non-medical background)

EXPERIENCE:

a. Essential: Applicant must possess a minimum of three years of experience (from medical background) OR 5 years (for non-medical background) in Hospital Administration/ Public health. (The minimum years of experience may be relaxed by the competent authority if the number of candidates meeting the requirement is less in number)

b. Desirable: Preference shall be given to candidates with experience in Health Care Quality or Formal Quality of a quality system like NQAS/NABH/ISO 9001:2008/Six Sigma/Lean/Kaizen.

SKILLS AND COMPETENCIES:

- Sound knowledge on the Concepts of Quality to the hospitals
- Sound knowledge of Rogi Kalyan samiti and the district health society
- Knowledge of English and Khasi/Pnar/Garo both written and oral;
- Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them
- Computer proficiency and familiarity with MS Word, Excel, PowerPoint and Google Suite.
- Familiarity with app-based reporting system
- Willingness to travel minimum of 15 days a month.

JOB RESPONSIBILITIES:

1. Periodic review of the health institutions using state and National Quality standards
2. Facilitating identification of gaps and development of institution specific quality improvement costed plans for all the health institutions at the facility level and sharing with the PMU
3. Visit to the health institutions to measure progress on the quality improvement plans
4. Analysis of quality improvement data and reporting to DMHO and Department of Health
5. Training and mentoring the health facilities in developing systems for quality improvement
6. Providing technical support in assessing and implementing the technical protocols
7. and clinical guidelines under the Project.
8. Monthly review of the progress of quality improvement along with DMHO. Coordination with the PMU for QA related activities at all Health facilities in the district
9. Participate in the periodic training programs undertaken by the Department of health
10. Participate in the periodic quality review undertaken by the Department of Health
11. To attend to any other duties / responsibilities as assigned by the Project Director, MHSSP.

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Job Title	Health Engineering Manager (Garo Region)
No. of Positions	1 (one)
Duty Station	Tura with travel to construction sites for monitoring and evaluation.
Organization	Meghalaya Health Systems Strengthening Project (MHSSP) reporting to Project Director
Nature of Job	Purely Contractual Basis
Duration	3 years subject to satisfactory performance appraisal on an annual basis
Salary	Starting Salary of INR 60,000 which may increase based on experience and qualification as per MHSSP norms

Scope of Work:

The function of the Health Engineering Manager is to provide engineering and environmental expertise in the day-to-day operations of the project and ensure smooth implementation of all relevant activities.

Duties and Responsibilities:

1. Provides technical management of civil works under the Project or any Centrally-sponsored Program dedicated to strengthening public health infrastructure under the Health & Family Welfare Department in the areas of planning, technical drawings, the tender process for selection of contractors, drinking water quality, sanitation, and biomedical waste management in the identified Health Facilities including new construction, renovation, and extension.
2. Coordinate construction-related activities between Health & Family Welfare Department, Health Engineering Wing (HEW), PWD & PHE Department, etc.
3. Facilitates the review of the environmental implications of project activities and ensures that appropriate environmental mitigation measures are incorporated in the design and implementation
4. Facilitates monitoring of the environmental impact of the project and documents best practices in community-based environmental management and environmental protection;
5. Facilitates review of technical specifications and engineering designs prepared by consulting firms and reviews the technical sections of the tender documents;
6. Participates in the evaluation process for contractors and consultants for technical assistance and studies;

7. Undertakes regular field visits to carry-out technical audits during the execution of activities;
8. Any other work assigned by the Project Director, MHSSP.

Minimum Job Requirements:

1. Post-graduate in Civil Engineering or equivalent from a recognized institute with at least 2 years of experience or a graduate in a Civil Engineering recognized institute with at least 4 years of experience in procuring goods, services, and works for civil works, water Sanitation, and Biomedical Waste Management Projects and good knowledge of international donors' procurement procedures.
2. Experience in contract management.
3. Fluent in spoken and written English and spoken Khasi/Garo/Pnar.
4. Good command of Computer Programs and Applications including civil engineering-related software.