



**Meghalaya Health Systems  
Strengthening Project**  
Government of Meghalaya

**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	Health Engineering Manager (HEM)	1	45,000 PM	Post-graduate in Civil Engineering or equivalent from a recognized institute. With at least 2 years of experience in procuring goods, services, and works for civil works, monitoring and contract management of Civil Works, and preferably water Sanitation, and Biomedical Waste Management Projects. Fluent in spoken and written English and spoken Khasi/Garo/Pnar. Good command of Computer Programs and Applications	Shillong
2	Junior Engineer (JE)	4	25,000 PM	Graduate in Civil Engineering from a recognized institution. With at least (1-2) years of experience in preparing estimates, maintaining measurement books, billing, civil works related reporting, Microsoft & Google suites, etc. Good knowledge of billing process, measurement books, site measurement, etc. Experience in monitoring, inspection, and site management. Fluent in spoken and written English and spoken Khasi/Garo/Pnar. Good command of Computer Programs and Applications including civil engineering-related software.	SWKH, WKH, Khasi/Jaintia Region and Garo Region
3	Community Building Associate (CBA)	2	45,000 PM	Post Graduate in Social Work, Management (HR) from a recognized institution. At least 2 years experience in community building activities, mobilization of programs at the community level, financial budgeting, administration, capacity building, Microsoft & Google suites, etc. Good networking skills, personality, and ability to motivate people at the community level. Fluent in spoken and written English and Khasi/Garo/Pnar. Good command of Computer Programs and Applications.	Khasi / Jaintia Region and Garo Region
4	District Quality Assurance Associate (DQAA)	11	45,000.00	(a) Qualification: MBBS / Dental/ AYUSH /MSc. Nursing OR Graduation with 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) (b) Experience: 3 years of experience (from medical background) OR 5 years (for non-medical background) in Hospital Administration/ Public health. 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.	DMHO Office in respective Districts

Qualified and interested candidates can submit their applications electronically through **Google Form** (only on or before 4:00pm of the 22<sup>nd</sup> May 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. 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 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/meg-mhssp>

Sd/-  
**Ramkumar S, IAS**  
Project Director, MHSSP

**TERMS OF REFERENCE (TOR) for HEALTH ENGINEERING MANAGER UNDER THE MEGHALAYA HEALTH SYSTEMS STRENGTHENING PROJECT (MHSSP)**

**Job Title:** Health Engineering Manager, MHSSP

**No of Positions:** 1 (One)

**Duty Station:** Shillong with travel to construction sites for monitoring and evaluation.

**Duration:** The contract for an appointment is for a period of 3 years from the date of joining and depending on the approval of the Government. The renewal of the contract will be done on an annual basis depending upon the performance and also assessment of the incumbent.

**Reporting to:** Project Director, MHSSP

**Main Function:** 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.

**Salary:** INR 45,000 PM

**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:**

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

## **TERMS OF REFERENCE (TOR) FOR JUNIOR ENGINEER (JE) UNDER THE MEGHALAYA HEALTH SYSTEMS STRENGTHENING PROJECT (MHSSP)**

### **Job Title: Junior Engineer, MHSSP**

**No of Positions:** 4 (Four) [Khasi/Jaintia Region – 1, Garo Region – 1, South West Khasi Hills-1, West Khasi Hills-1 ]

**Duty Station:** Respective headquarters depending on the region of posting.

**Duration:** The contract for an appointment is for a period of 3 years from the date of joining and depending on the approval of the Government. The renewal of the contract will be done on an annual basis depending upon the performance and also assessment of the incumbent.

**Reporting to:** Health Engineering Manager, MHSSP

**Main Function:** The function of the Junior Engineer is to provide technical support to the Health Engineering Manager (HEM), MHSSP in relation to construction activities under the various activities under the project or any other centrally sponsored Programs.

**Salary:** INR 25,000 PM

### **Duties and Responsibilities:**

1. Provides technical support to the health engineering manager in the areas of site monitoring, drinking water quality, sanitation, and biomedical waste management in the identified Health Centers under the project, including new construction, renovation, and extension.
2. Facilitates the review of the environmental implications of project activities and ensures that appropriate environmental mitigation measures are incorporated in the design and implementation.
3. To keep details of the Health Facility's building which belong to their jurisdiction and site.
4. To maintain a register with the work which was executed over the building premises or any other structure with relevant data, schematic as well as technical details of the asset, as-built drawings, nature of any work executed.
5. To inspect every work on a periodical basis. He/ She should maintain a register to keep records as per inspection and observation.
6. To watch whether any untoward matters including encroachment are going on the roads or building premises. If he/she observes it, he/she should take suitable steps towards it and informs the higher Authority.
7. To prepare all the preliminary & detailed estimates for original works, periodical maintenance, addition, and alteration as well as modernization as directed by his higher authorities, inclusive of Scheduled & Non-Scheduled items with proper analysis of rates, rough drawing, site plan by collecting engineering data and drawings and submit those estimates to his immediate superior authority for approval from the competent authority.
8. To supervise and see that all works under his charge are done according to the specification's drawings, standards lay down in the contract agreement tender schedule of works, and approved samples by an engineer in charge. He is expected to remain at the site throughout in order to see that the works are executed properly in accordance with the requirements, standards and approved samples. It is the duty of the Junior Engineer to bring it at once to the notice of immediate superior authority and also make a note in the site order book if any work is not done by a Contractor

maintaining stipulated period, specifications, requirement, drawings, standards laid down and approved samples (if any) including quality of materials.

9. To carry out the test of materials like cement, steel, or any other material as directed by higher authorities and item of works as specified in contract agreement of works, maintain a register of testing of each and every item separately, and place to his immediate superior authority to make a note in the register.
10. To record measurements of work in Measurement Book (MB) executed as specified and he/she is to measure 100% of the work executed by the agencies, if not mentioned otherwise.
11. To prepare an abstract of measurements at the time of preparation of bills for payment and submit the Running Account or Final bill within the stipulated time.
12. To submit a progress report of works as may be required by his superiors and to bring to the notice of his immediate superiors, hindrances to the execution of work, if any.
13. To maintain site order book properly and record and note all instructions in the site order book.
14. To inform his immediate superiors regarding any requirement of execution of excess quantity/ supplementary item/ substitute supplementary item in a content well in advance and to prepare the financial implementation statement thereof.
15. To submit reports of all accidents, theft, and any other abnormal situation at once and lodge FIR to the Local Police Station if necessary. The nature and exact location of an accident with all details are to be recorded for identifying black spots.
16. To initiate action for disposal of surplus/unserviceable materials/T&P etc and prepare survey report for sanction from higher authorities.
17. To ensure prompt action on complaints received from higher authorities
18. Any other work assigned by the Project Director, MHSSP.

**Minimum Job Requirements:**

- Graduate in Civil Engineering from a recognized institution.
- With at least (1-2) years of experience in preparing estimates, maintaining measurement books, billing, civil works related reporting, Microsoft & Google suites, etc.
- Good knowledge of billing process, measurement books, site measurement, etc.
- Experience in monitoring, inspection, and site management.
- Fluent in spoken and written English and spoken Khasi/Garo/Pnar.
- Good command of Computer Programs and Applications including civil engineering related software's.

# **TERMS OF REFERENCE (TOR) FOR COMMUNITY BUILDING ASSOCIATE (CBA) UNDER THE MEGHALAYA HEALTH SYSTEMS STRENGTHENING (MHSS) PROJECT**

**Job Title:** Community Building Associate, MHSSP

**No of Positions:** 2 (Two) [Khasi/Jaintia Region – 1, Garo Region – 1]

**Duty Station:** Respective headquarters depending on the region of posting.

**Duration:** The contract for appointment is for a period of 3 years from the date of joining and depending on the approval of the Government. The renewal of contract will be done on an annual basis depending upon the performance and also assessment of the incumbent.

**Reporting to:** Project Director, MHSSP

**Main Function:** The function of the Community Building Associate is to support, plan and coordinate the VHC program for its activities of community monitoring/community action for health in line with other departments such as Health, Social Welfare, and C&RD at the state and district level.

**Salary:** INR 45,000 PM

## **Duties and Responsibilities:**

1. Support planning and coordination of the VHC program and its activities of community monitoring/community action for health.
2. Coordinate all activities on strategies and operational approaches for strengthening VHCs.
3. Coordinate all activities on strategies and operational approaches for strengthening of VHC Fund.
4. Coordinate with higher level/State Nodal Officer on community participation.
5. Planning, budgeting, monitoring, supervising, evaluating, and reporting activities undertaken by VHCs
6. Any other job responsibility assigned by higher authority as per need of implementation of VHCs for health.
7. Work closely with relevant line departments (Health, Social Welfare, and C&RD) at the state and district level with respect to the strengthening of VHCs.

## **Minimum Job Requirements:**

- Post Graduate in Social Work, Management (HR) from a recognized institution.
- At least 2 years experience for PG in community building activities, mobilization of programs at the community level, Microsoft & Google suites, etc.
- Good networking skills, personality, and ability to motivate people at the community level.
- Experience in community building activities in terms of financial budgeting, administration, capacity building, etc.
- Fluent in spoken and written English and Khasi/Garo/Pnar.
- Good command of Computer Programs and Applications.

**Job title:** District Quality Assurance Associate (DQAA)

**No of vacancies:** 11 for each district

**Place of Posting:** DMHO Office – EJH, WJH, SWKH, WKH, NGH, SWGH, SGH, EGH, WGH, EKH and RB  
**Reporting to:** State Quality Manager and District Medical Health Officer of respective districts.

#### **A. SCOPE OF WORK**

- The District Quality Assurance Associate (DQAA) will provide techno- managerial support for the PMU in any aspect regarding 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.

#### **B. QUALIFICATIONS**

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

Graduation with 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)

(b) Experience:

a. Essential: Applicant must possess a minimum three year 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.

(c) 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 15 days a month.

#### **C. JOB RESPONSIBILITIES:**

- Periodic review of the health institutions using state and National Quality standards

- 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
- Visit to the health institutions to measure progress on the quality improvement plans
- Analysis of quality improvement data and reporting to DMHO and Department of Health
- Training and mentoring the health facilities in developing systems for quality improvement
- Providing technical support in assessing and implementing the technical protocols and clinical guidelines under the Project.
- 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
- Participate in the periodic training programs undertaken by the Department of health
- Participate in the periodic quality review undertaken by the Department of Health
- To attend to any other duties / responsibilities as assigned by the Project Director, MHSSP.

**D. DELIVERABLES/ SPECIFIC OUTPUTS**

- Upon joining the work, the staffs expected to perform as described in the Job responsibilities.

**E. SPECIFIC INPUTS TO BE REPRESENTED BY THE MHSSP**

- The gross remuneration budgeted for the position is Rs. 45,000 PM.
- All the TA- DA will be paid as per the State/ MHSSP norms.
- Location: Respective District DMHO offices in Meghalaya.

**F. SPECIAL TERMS AND CONDITIONS/ SPECIFIC CRITERIA**

The position is purely on contractual basis. The tenure will be 36 months duration. The initial contract will be for one year at a time and extended on satisfactory performance. Annual extensions will be given on the basis of review of performance by the District Medical Health Officer and the Project Director

Short-listed candidates will be informed via email and phone call. Selection will be made on the basis of

- a) Screening of candidates via scrutiny of the original degrees and certificates
- b) Interview

All selected candidates will be informed about the outcomes of the examination by email and phone call. The results will also be displayed in the website of the National Health Mission or the MHSSP website. The selected candidates need to report for joining within one month of announcement of results.