

Approved.

Job Description
BLOCK HEALTH MANAGER (BHM)

Position	BLOCK HEALTH MANAGER (BHM)
Location	Any of the PHCs
No. of Vacancies : Please refer to the advertisement	
Maximum Age (In years, as on 1st January, 2020): Unreserved / EWS– 37, Unreserved / EWS (Female) – 40, BC / MBC (Male / Female) - 40, SC / ST (Male/ Female) – 42 10 years relaxation in age will be admissible to Divine Body applicant.	
Essential Qualification: <ul style="list-style-type: none">• MBA (two years Full Time) in Hospital Management / Healthcare Management / Hospital Administration from any recognized university / institute.OR• Post – Graduate Diploma (two years Full Time) in Hospital Management / Healthcare Management from any recognized university / institute.	
Key Competencies : <ul style="list-style-type: none">• Experience in having worked as trainer and providing organizational/ management support to training programs is essential.• Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point, Outlook, Email operation etc.• Good oral and written communication skills in Hindi and English and presentation skills, analytical and interpersonal abilities.	
Purpose of Assignment: <ul style="list-style-type: none">• To guide and supervise the work of block accountant and ensure timeliness. To seek instructions from MOIC and act accordingly for achieving the goals of NRHM. To ensure payments of all beneficiaries under different schemes of NRHM.	
Summary of Roles and Responsibilities : <ul style="list-style-type: none">• To guide and supervise the work of block accountant and ensure timeliness.• To seek instructions from MOIC and act accordingly for achieving the goals of NRHM.• To ensure payments of all beneficiaries under different schemes of NRHM.• Submission of SoE to DHS by the 2nd day of every month will be his personal responsibilities.• Cash book prepared and maintained by accountant get signed by MOIC.• Any other duties/assignment assigned by Reporting Authority/ED	
Remuneration/Compensation: Consolidated remuneration @ Rs.18,000/- per month.	

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Rohita Baniar
6.03.2020

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**Job Description
BLOCK ACCOUNTANT**

Position	BLOCK ACCOUNTANT
Location	Block Level
No. of Vacancies : Please refer to the advertisement	
Maximum Age (In years, as on 1st January, 2020): Unreserved / EWS- 37, Unreserved / EWS (Female) - 40, BC / MBC (Male / Female) - 40, SC / ST (Male/ Female) - 42 10 years relaxation in age will be admissible to Divine Body applicant.	
Essential Qualification: <ul style="list-style-type: none"> • B.Com (Full Time) from any recognized institute / university with Any Certificate/ Diploma Course in Computer Application with Tally (Course duration of minimum 6 months) OR • CA-Inter / ICWA - Inter 	
Key Competencies : <ul style="list-style-type: none"> • Experience of having worked as accountant for managing accounts with some establishment. • Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point, Outlook, Email operation, Tally etc. • Good oral and written communication skills in Hindi and English and presentation skills, analytical and interpersonal abilities. 	
Purpose of Assignment: <ul style="list-style-type: none"> • To manage the accounts of the Society, including grants and fund mobilization at Block level and facilitate the implementation of various programmes. 	
Summary of Roles and Responsibilities : <ul style="list-style-type: none"> • Preparing & managing the cash book/accounts, general ledger, Bank register/cheque register of RCH & RI programs. • Keeping the record of cash balance on daily basis and keep district health society updated on accounts. • Preparing and managing cash book and ledger of Rogi Kalyan Samiti. • Preparations of Monthly bank reconciliation statement on the basis of bank pass book and cash book. • Preparation and submission of monthly/ quarterly /annual statement of expenditure (SoE) of all National Health Programmes in prescribed formats by 2nd day of the month to DHS and ensure dispatch of the same from DHS to SHSB by 10th day of every month. • Ensuring the timely and appropriate payment to beneficiaries under different programmes of NHM. • Ensuring timely payment to the beneficiaries of <i>Janani Bal Suraksha Yojna</i> & Family Welfare & Keeping District Health Society & State Health Society informed in case of any irregularities/complaints. • Sending demand letter to District Health Society duly signed by MOIC in case of fund deficit under any programme. • Displaying the list of beneficiaries at the notice board for whom payment is due with the 	

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- payment date and also ensuring timely payment.
- Sending bill of outsourcing agencies/ NGO's/Home Guard etc. to DHS by 2nd day of every month so that undue delay can be avoided.
 - Keeping record of the fund received form District Health Society and ensure expenditure of the same as per the guidelines.
 - Work under the supervision and guidance of MOIC/ Deputy Superintendent/Health Manager and assist the Health Manager in discharging his duties.
 - Keeping in regular contact with District Health Society as and when required and ensuring pursuance of the instructions received from DHS time to time in totality.
 - Any other duties/assignment assigned by Reporting Authority/ED

Remuneration/Compensation:

Consolidated remuneration @ Rs.12,500/- per month.

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Rohita
16/03/2020

Rajesh

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Job Description
BLOCK COMMUNITY MOBILIZER (BCM)

Position	BLOCK COMMUNITY MOBILIZER (BCM)
Location	Any of the districts
No. of Vacancies : Please refer to the advertisement	
Maximum Age (In years, as on 1st January, 2020): Unreserved / EWS– 37, Unreserved / EWS (Female) – 40, BC / MBC (Male / Female) - 40, SC / ST (Male/ Female) – 42 10 years relaxation in age will be admissible to Divine Body applicant.	
Essential Qualification: <ul style="list-style-type: none">• Master Degree of Social Work (MSW) (Full Time) from any recognized institute/ university Or• M.A in Social Work (Full Time) from any recognized institute/ university. OR• MBA (two years full-time) with specialization in Rural Development/ Rural Management Or• PG Diploma (two years full-time) with specialization in Rural Development/ Rural Management from any recognized university/ institute.	
Key Competencies : <ul style="list-style-type: none">• Experience of having worked as trainer and providing organizational/ management support to training programs is essential.• Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point, Outlook, Email operation etc.• Good oral and written communication skills in Hindi and English and presentation skills, analytical and interpersonal abilities.	
Purpose of Assignment: <ul style="list-style-type: none">• To Strengthen the ASHA program at Block level and facilitate the ASHA.	
Summary of Roles and Responsibilities : <ul style="list-style-type: none">• Block level organizer will assist Block medical Officer for the effective implementation of ASHA, VHSC, VHND and other related community processes activities in the block.• Capacity building of ASHA facilitators and ASHAs (in coordination with Block level trainer's team). Review, implementation and monitoring of ASHA, VHSC, VHND and other related community processes activities.• Review, Implementation and monitoring of ASHA, VHSC, VHND & other related community process activities.• Coordinate for monthly meeting at PHC to discuss and sort out various issues of ASHA programme relating to incentive payment, drug kit replenishment etc• Coordinate with other govt. department such as Health, WCD (ICDS official), Water and Sanitation Panchayati Raj education etc. at block level for inter-sectoral coordination.• Support/guide ASHA facilitator for various coordination at village level	

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- Participate in the conflict resolution related to ASHA at all levels.
- Responsible for NGO coordination at block level to ensure their support for ongoing community processes.
- Submit reports on the above activities to District ASHA Coordinator
- Any other duties/assignment assigned by Reporting Authority/ED

Remuneration/Compensation:

Consolidated remuneration @ Rs.12,000/- per month.

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Rohita
7.03.2020

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Job Description
Senior Treatment Supervisor

Position	Senior Treatment Supervisor (STS)
Location	<>
No. of Vacancies : () <i>As per Advertised Roster</i>	
Maximum Age (In years, as on 1st January, 2020): Unreserved / EWS- 37, Unreserved / EWS (Female) – 40, BC / MBC (Male / Female) - 40, SC / ST (Male/ Female) – 42 10 years relaxation in age will be admissible to Divine Body applicant.	
Essential Qualification: <ul style="list-style-type: none">• Bachelor's Degree in Science &• Any Certificate/ Diploma course in Computer Application (Minimum six months) &• Permanent Two wheelers driving license & should be able to drive two wheeler	
Key Competencies : <ul style="list-style-type: none">• Excellent Interpersonal Skills• Self Motivated• Good Training Skills• Computer Proficient• Documentation Skill	
Purpose of Assignment: <ul style="list-style-type: none">• Senior Treatment Supervisor (STS) will be responsible to carry out all TB related control activities under various programmes for prevention and control of TB	
Summary of Roles and Responsibilities : <ul style="list-style-type: none">• Assist DTO and MOTC to carry out all TB control activities under RNTCP including PMDT, TB/HIV coordination and PPM.• Coordinate with all concerned to ensure that all contacts of sputum positive patients are screened for TB• Assist the MO-PHI in organizing DOT services for TB patients in his/her assigned TU• Ensure retrieval of defaulters as per schedule.• Maintain the TB Register, incorporating required information with respect to all cases diagnosed in the Block/TB Unit; ensure notification of TB Cases in his/her assigned TB Unit• Supervise referral and feedback/transfer-in & out activities for TB patients in assigned TB Unit• In close coordination with STLS, assist MOTC in preparation of Quarterly Reports on case finding, sputum conversion & treatment outcome, Programme Management and submission to the DTO.• Supervise each PHI in the area at least once every month, on a systematic schedule.• Assist DTO and MOTC in ensuring regular supply of drugs and other logistics to all PHIs in the Block/TB Unit.• Ensure maintenance of RNTCP Drug Stock Register at all stocking points; monitoring of consumption of drugs with respect to their shelf life and ensure that no drugs get expired.• Retrieve unconsumed medicine boxes of patients who have defaulted/died/transfer out etc. and assist in reconstitution of medicine boxes at the district level• Visit all patients at home before registration and provide health education and counseling to the patients and family.	

- Facilitate organizing patient provider interaction meetings and community meetings.
- To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
- Assist PMDT Coordinator by providing line-list of DR-TB suspects and updating the TT cards of MDR-TB patients on a fortnightly basis, in coordination with STLS
- Identify and facilitate the training of recognized DOT Providers
- Any other job assigned as per program need

Remuneration/Compensation:
Consolidated remuneration @ Rs. 15,000/- per month.

PHD
06/02/2020

Rohita
06.03.2020

Rajesh

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Job Description**Senior Tuberculosis Laboratory Supervisor**

Position	Senior Tuberculosis Laboratory Supervisor (STLS)
Location	<>
No. of Vacancies : <>()	
Maximum Age (In years, as on 1st January, 2020): Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male / Female) - 40, SC / ST (Male/ Female) – 42 10 years relaxation in age will be admissible to Divine Body applicant.	
Essential Qualification: <ul style="list-style-type: none"> • DMLT or BMLT from recognized university/ Institute & • Any Certificate/ Diploma course in Computer Application (Minimum six months) & • Permanent Two wheelers driving license & should be able to drive two wheeler 	
Key Competencies : <ul style="list-style-type: none"> • Excellent interpersonal skills • Should be patient care centric • Conversant with Computer and internet. • Ability to work under pressure • Ability to make effective collaboration with the patients and community • Self motivated and ability to motivate others 	
Purpose of Assignment: <ul style="list-style-type: none"> • Senior Tuberculosis Laboratory Supervisor (STLS) will be responsible to carry out supporting and executing activities in lab testing (as per norms) in close association with STS under RNTCP programme for detection and diagnosis of TB Patients. 	
Summary of Roles and Responsibilities : <ul style="list-style-type: none"> • Will be responsible for maintaining the quality of sputum microscopy and smooth functioning of laboratory services. • Organize smear examination at the designated microscopy centres of the sub-district, • Organize regular training and continuing education of the laboratory technicians. • Supervise all designated microscopy centres at least once a month. • Promote AFB microscopy as primary tool for diagnosis of TB. • Check the record-keeping pertaining to sputum microscopy services • Ensure Proper disposal of contaminated lab material in designated microscopy centres. • Implementation of all components of RNTCP lab Quality Assurance. • Coordinate with STS to ensure that all TB patient diagnosed are initiated on treatment. • Co-ordinate with STS and PMDT Coordinator in updation of relevant RNTCP records, line-list of DR-TB Suspects and preparation of Quarterly Reports • Ensure that diagnostic and follow up sputum specimens for Culture/DST of DRTB 	

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suspects/patients are sent from the DMCs to Culture/DST Laboratories as per RNTCP guidelines.

- To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
- Any other job assigned as per program need

Remuneration/Compensation:

Consolidated remuneration @ Rs.15,000/- per month.

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6.03.2020

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Job Description
VECTOR BORNE DISEASE SUPERVISOR (VBDS)

Position	VECTOR BORNE DISEASE SUPERVISOR (VBDS)
Location	<>
No. of Vacancies : <>()	
Maximum Age (In years, as on 1st January, 2020): Unreserved / EWS– 37, Unreserved / EWS (Female) – 40, BC / MBC (Male / Female) - 40, SC / ST (Male/ Female) – 42 10 years relaxation in age will be admissible to Divine Body applicant.	
Essential Qualification: <ul style="list-style-type: none"> • Science Graduate (with Biology as a paper) from any recognized University. & • Any Certificate/ Diploma course in Computer Application (Minimum six months) & • Permanent Two wheelers driving license & should be able to drive two wheeler 	
Key Competencies : <ul style="list-style-type: none"> • Excellent communication skills (both written and verbal) in English, presentation skills and interpersonal abilities. Working knowledge of Hindi also desirable. • Demonstrated ability to work in a multi-disciplinary team environment. • Demonstrated experience in operationalising health monitoring & evaluation programme at field level/working in strengthening Block level health systems. • Computer proficiency with high level of familiarity with data base management program and commonly used packages like MS Word, Excel, Power Point, Outlook, Email operation etc. • Familiarity with national health programs, health indicators and health policy. • Knowledge of dealing with files, Noting, minutes of meeting, Letter drafting etc. • Efficient skills to manage people, liaise with stake holders and development partners. 	
Purpose of Assignment: <ul style="list-style-type: none"> • The Vector Borne Disease Control Supervisor shall be mainly responsible to strengthen support supervise and micro-monitor the Kala azar and other Vector borne disease like Malaria/Dengue/Chikunguniya/ JE/AES /Filaria and work for their prevention and control at sub district level. 	
Summary of Roles and Responsibilities : <ul style="list-style-type: none"> • Each VBD Supervisor will be covering around a population of 2.5 lakhs (usually 2 blocks) in endemic districts. The area covered by VBD Supervisor will be called the VBD Unit. <p>Specifically, the VBD Supervisor will</p> <ul style="list-style-type: none"> • Support VBD Programme including kala azar and other Vector Borne diseases and work for their prevention and control operations in close liaison with DVBDSCO & respective Block Medical Officers, Malaria Inspector, VBD Consultant and Stake 	

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holders.

- Visit all the PHCs (block and additional) and designated microscopy centers in the VBD Unit at least once every fortnight, sentinel centers once a month, and sub centers and 10% of remote villages once every two months;
- *Kala Azar and other Vector Borne disease Case management:*
 - Review the quality of Kala Azar, Malaria, Dengue, Chikunguniya, JE/AES, Filaria case management services during the field visits to ensure that the results of positive diagnosed patients are being conveyed back to concerned Health workers in time for follow-up of effective and complete treatment as per the program service standards. Promptly bring to the notice of concerned BMO any delays or poor quality of treatment.
 - Visit at least 2 randomly selected villages in each sub-centre selected to validate and assess the quality of Kalaazar control services being provided by community based workers (ASHAs/AWWs etc) through checking the records and validating them by interacting with the community by visiting at least 2 Kalaazar cases diagnosed and referred by ASHAs, review the storage practices of RDKs, identify deficiencies of these workers and provide on-the-job training.
 - Monitor and ensure rational use of RD Kits as per the program guidelines.
- *Vector Control:*
 - Assist the DVBDSCO, Malaria Inspector, VBD Consultant, Block Medical Officer (BMO) & stake holders in the development of Micro plan for IRS and would supervise the quality and coverage of IRS rounds as desired by the DVBDSCO & BMO.
 - Network with the village Health & sanitation committee, to help it plan breeding source reduction activities. The VBD SUPERVISOR would participate in any advocacy event or camps organized in the VBD Unit and undertake activities to promote breeding source reduction.
- Work closely with DVBDSCO to ensure availability of adequate supply of Kala Azar, Malaria, Dengue, Chikunguniya, JE/AES, Filaria commodities (RDKs, pharmaceuticals, insecticides, lab consumables, registers and reporting formats etc.) at all points of service delivery.
- Check up to date maintenance of records and ensure timely submission of reports. The overall responsibility of records and reports however, will be of the BMO.
- For effectively undertaking the above tasks in the VBD unit, the VBD Supervisor would be provided with a motorcycle & POL expenses.
- Any other duties / assignment assigned by Reporting Authority /CS/ ED.

Remuneration/Compensation:

Consolidated remuneration @ Rs.10,000/- per month.

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Rohita
10/03/2020

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