

## **JOB DESCRIPTION**

### **District Program Manager, DPMU-DPM, 5 Vacancies, Uttar Pradesh**

**1. POSITION VACANT:** District Program Manager, DPMU-DPM, 5 vacancies

#### **2. ORGANIZATION BACKGROUND:**

The **National Health Mission (NHM)** was launched with a view to bringing about dramatic improvements to the health system and health status of people, especially those who live in the rural areas of the country. The Mission seeks to provide universal access to equitable, affordable and quality health care, which is accountable at the same time responsive to the needs of the people, reduction of child and maternal deaths as well as population stabilization, gender and demographic balance. In this process, the Mission helps achieve goals set under the National Health Policy and the Millennium Development Goals.

#### **3. JOB DESCRIPTION/ RESPONSIBILITIES:**

The **District Program Manager** will be responsible for overall district planning and implementation, monitoring of **NHM**, management of flexible funds, compilation of reports, continuous process improvement and for secretariat functions to the district health society.

##### **Key Responsibilities:**

- 1) Assisting the District Magistrate/Chairman District Health Society, Chief Medical officer of Health in planning and implementation of RMNCH+A and other Public Health programmes being implemented in the district;
- 2) Managing all activities under NHM at district level;
- 3) Dissemination of all Guidelines in respect of all programmes among all functionaries upto Block/ Sub-center level;
- 4) Preparing the District Health Plan;
- 5) Assessing training load and needs in consultation with districts and blocks, preparing training calendar and organizing district level training;
- 6) Monitoring and following up of activities at District/ Block/ SC level;
- 7) Interact regularly with the Block for getting first hand information regarding the progress of the different health programme activities and assisting in preparing the necessary reports of the district in prescribed format of State and Govt. of India;
- 8) Assisting CMO in preparing agenda, agenda notes, proceedings of the DHS and other meetings and follow up action on the decision taken keeping state informed;
- 9) Implementation of IEC activities in the districts;
- 10) Preparing an advance monthly work plan including tentative travel plan in consultation with CMO;
- 11) Compilation and submission of various reports to State Programme Management Unit on weekly/monthly basis;
- 12) Any other job that may be assigned by State Programme Management Unit and District Health Society.

#### **4. QUALIFICATION, SKILLS AND EXPERIENCE:**

##### **Qualification:**

- 1) MBA/ PG Degree in Social Work from reputed Institute or University;  
OR
- 2) M.B.B.S recognized from MCI with Diploma in Public Health.

##### **Experience:**

##### **Essential:**

Minimum five years of experience in program management and implementation in social and public health sector;

##### **Desirable:**

Computer Proficiency in MS Office and skills in both English and Hindi typing shall be preferred.

##### **Skills and Competencies:**

- (1) Knowledge of Development/ Public Health/ Health Programme.
- (2) Effective communication and Liaison skills, with demonstrated ability to communicate with various stakeholders;

##### **Key Result Areas:**

Administration, Planning, Programme implementation, Quality Assurance Implementation, Monitoring and Evaluation, Financial Management etc.

**5. VACANCY DETAILS:** 05 vacancies: UR (4), ST (1)

**6. AGE LIMIT:** Upto 45 years as on date of advertisement with five years' relaxation for reserved category.

#### **7. CONTRACT TYPE AND PERIOD:**

The position is on offer on a contractual basis, initially for a period of one year, extendable thereafter on the basis of performance and subject to further approval by the Government of India.

#### **8. COMPENSATION OFFERED:**

Gross compensation budgeted for the position is approx. Rs. 32,700 per month.

**9. LOCATION:** At district levels of U.P

**10. RESERVATION POLICY:** State reservation policy will be applicable with respect to all vacancies.

*(Note: All applicants from other states, irrespective of their category, shall be categorized under unreserved category and will not get privileges of state reservation policy whatsoever)*

#### **11. REFERENCE:**

DPMU-DPM

**12. CONTACT INFORMATION:**

Senior Consultant  
Strategic Alliance Management Services P Ltd.  
1/1B, Choudhary Hetram House, Bharat Nagar  
New Friends Colony, New Delhi 110 025  
011- 2684 2162; 4165 3612

**13. LAST DATE FOR APPLICATIONS:**

Eligible candidates interested in this position are requested to apply online at <http://samsjobs.info/default.aspx> and [http://sams.co.in/TOR\\_UPNHM\\_Recruitment.html](http://sams.co.in/TOR_UPNHM_Recruitment.html) by or before **11:59:00 PM** on **April 10, 2016**.