

**Job Description**  
**Programme Coordinator, DPMU-PC, 4 Vacancies**

**1. POSITIONS VACANT:** Programme Coordinator, DPMU-PC, 4 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 **Programme Coordinator** will be responsible for the following responsibility:

**Key Responsibilities:**

1. Supportive Supervision and monitoring of programmes at all level;
2. Provide assistance to higher officials for establishing programme related monitoring system and mechanism;
3. Assist higher officials for preparing guidelines for implementation of various schemes;
4. Analysis of data and reports received under various programmes;
5. Conduct field visits on regular basis;
6. Collection and compilation of data and physical and financial reports;
7. Drafting and preparing minutes of meetings conducted under programmes;
8. Preparation of power-point presentations for various meetings;
9. Preparation of letters and interoffice memos;
10. Planning and coordination day to day activities and provide feedback to senior official for improvement;
11. Inter office coordination with other cells in the interest of programme;
- 12 Support to higher officials of the cell.

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

**Qualifications:**

**Essential:**

Applicant must have MBA /MPH/ Master Degree in social science from a recognized university/institution along with one year's diploma in computer application.

**Experience:**

**Essential:**

Candidate must possess minimum five years of experience in health sector.

**Skills and Attitude:**

Knowledge of Hindi and English Typing is a must.

**5. VACANCY DETAILS:** Total 04 vacancies: UR (01) and SC (03)

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

**7. CONTRACT TYPE AND PERIOD:**

The contract period of the candidate shall be for one year from the date of signing of contract with NHM, UP. Appointment orders will be issued by NHM, UP.

**8. COMPENSATION OFFERED:**

Gross compensation budgeted for the position is Rs. 30,000 per month.

**9. LOCATION:** Anywhere in U.P.

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

*(**Note:** Reservation policy is only applicable to U.P. domiciles. All applicants from other states, irrespective of their category, shall be considered under "Unreserved Category" and will not get privileges of U.P. state reservation policy whatsoever.)*

**11. REFERENCE:**

DPMU-PC

**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**.