



THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE
An Autonomous Institute under Ministry of Health & Family Welfare,
Government of India
Baba Gangnath Marg, Munirka, New Delhi-110067

No.B.12028/2/2021-Admn.I

VACANCY NOTICE

The National Institute of Health and Family Welfare (NIHFW) is an Autonomous / Apex Technical Institute funded by the Ministry of Health and Family Welfare for promoting Health and Family Welfare Programme in the country through Education & Training, Research & Evaluation, specialized services, consultancy and advisory service. The National Cold Chain and Vaccine Management Resource Centre (NCCVMRC) placed in the NIHFW is the apex body for technical support on immunization supply chain to the Government of India. The centre was established in 2013 as a joint initiative of the Ministry of Health and Family Welfare (MoHFW), NIHFW and UNICEF. It is proposed to engage (1) NCCVMRC Coordinator& Team Lead & (1) Finance-cum-Admin Assistant on contractual basis at National Cold Chain and Vaccine Management Resource Centre under Universal Immunization Programme at the National Institute of Health and Family Welfare. The duration of the appointment will be initially for a period up to 31st March, 2025. The contract may be curtailed or extended based on requirement and performance during the period.

S.No.	Name of the post	No. of Post	Consolidated remuneration range in Rs.
1.	NCCVMRC Coordinator& Team Lead	1	Rs.1,30,000 - 1,70,000 P.M
2.	Finance-cum-Admin Assistant	1	Rs. 60,000 - 1,20,000 P.M

The mode of application through online. The URL for online application is <https://recruitment.nihfw.ac.in>. Last date of inviting of applications is 19.08.2024

Director, NIHFW

1. **Name of the post:** NCCVMRC Coordinator& Team Lead
No. of Post: 1 (One)
Monthly Remuneration range: Rs. 1,30,000/- to Rs.1,70,000/- per month

Essential Qualification:

MBBS/ BDS with PG Degree/Diploma in Community Medicine / Preventive and Social Medicine (PSM)/ Community Health Administration /Public Health /Health Care Management.

Experience-

Essential: For MBBS with PG Degree/ Diploma: Minimum 5years' experience post PG degree/diploma in managing public health programs, preferably in immunization at national/State level in government/ NHM/reputed national/international organizations

And

For BDS with PG Degree/ Diploma: Minimum 7 years' experience post PG degree/diploma in managing public health programs, preferably in immunization at national/State level in government/ NHM/reputed national/international organizations

Desirable: Experience in Reproductive and child health programs, cold chain, Team management, managing trainings, developing proposals, budgeting, and reporting, social research, including development of research methodology and research/assessment tools in national programs is desirable.

Skills - Fluent in English, good IT skills, strong interpersonal relations, communication and team-work skills.

Job responsibilities:

Tasks–Managerial Planning

- Prepare the annual work plan of NCCVMRC in consultation with supervisors (Director NIIFW, Nodal Officer NCCVMRC) and team of NCCVMRC and get the same approved by Immunization division of MOHFW before stating of the financial year. Ensure implementation of the same.
- Take the concurrence/approval of Immunization division of MoHFW before planning and conducting major activities which are approved in annual work plan (Like: Effective Vaccine Management at any level, Review meetings of CCO, Research activities, Studies etc.).
- Take the concurrence/approval of Immunization division of MoHFW for activities which are not part of the annual work plan of NCCVMRC like (MOU with other organization, participation of NCCVMRC staff in any other training, International EVM, studies, guideline preparation/ revision etc.)
- Plan events with budget & schedule for various NCCVMRC activities (Training, course curriculum and content development, assessments, SCCOs' meeting, Consultation meeting with partners, National and state EVMs, publications, research activities and seminar-conference events).
- Plan annual, quarterly and monthly work-plans for planned activities that define roles and responsibilities of NCCVMRC staff.
- Plan NCCMIS augmentation, training on revised MIS, field level implementation.
- Plan, up gradation and up-dation of data in IT applications housed by NCCVMRC.
- Plan quarterly, Half yearly and annual review meeting of NCCVMRC with Immunization division of MoHFW.
- Ensure the events or tasks assigned to NCCVMRC are completed timely with quality.

- In consultation with Nodal officer NCCVMRC and in coordination with all staff of NCCVMRC, will ensure that the day to day activities of NCCVMRC are done in an efficient and timely manner.

Coordination

- Coordinate with MOHFW, States, other stake holders in Immunization supply chain, manufacturers, R&D labs academic institutions, and government agencies for assessments, training & facilitation, seminars and research, EVMs and consultation meetings.
- Coordinate with concerned to ensure that all the activities taken up by NCCVMRC are implemented and completed in a timely manner.

Monitoring and Evaluation

- Monitor activities, financial and administrative progress, as per plans/ schedules.
- Monitor and assess quality of intervention (Training, assessment, consultation, EVM) methodology, process of data collection, validation and reports.
- Undertake impact assessment of training programs.
- Follow up /review of National and State Improvement plans and progress their-off.
- Monitor regular updation of NCCMIS/validation for sharing reports/ analysis with MoHFW and partners.
- Monitor the upkeep of all the interventions and portals of NCCVMRC.
- Evaluate effective practices/ examples in the field of immunization/ vaccine management from the field for web / print publication.

Ongoing support

- Supervision of NCCVMRC team for all ongoing activities including managing training center activities, accounting, training calendar, and logistics for the training, facilitators, participants within assigned budgets.
- Reporting progress/participation in consultation meeting organized by Immunization Division, MOHFW, State and other stake holders/partners.

Tasks-Technical

- Lead process to develop NCCVMRC strategic Plan with detailed interventions, activities and budgets.
- Develop methodology and tools for assessments/ reviews, research, analysis of NCCMIS data and EVM data validation and participate in these events.
- Assess quality, adequacy and relevance of training curriculum and course materials, to suggest changes / improvement plan.
- Negotiate with various stakeholders, partners, manufacturers, academic institutions, for successful organization of national seminars / consultations / exhibitions at NCCVMRC or other places etc.
- Advice on inter-state exposure visits of staff and partners engaged with immunization program based on good examples /practices from the field.
- Support technical research (Cold Chain, Logistics, Health Technology, Training Methodology and associated research) and related publications, paper presentation at various forums/ events.

Tasks– Others

- Represent NCCVMRC at various forums, seminars & conferences to share good practices /examples and technology.
- Any other task that may be assigned from time to time by Immunization division of MoHFW, Director NIHFW or Nodal Officer NCCVMRC.

Age limit: Up to 50 yrs. (on the last date of applications)

2. **Name of the post:** Finance-cum-Admin Assistant
No. of Post: 1 (One)
Monthly Remuneration range: Rs. 60,000/- to Rs.1,20,000/- per month

Essential qualification: B. Com with MBA (Fin.) / CA / ICWA.

Experience: Essential-

- Minimum 2 years' post qualification (after PG degree/diploma) experience in managing accounts, bank transactions, petty cash operations and developing budget preferably in Health Sector/ training/ educational institutes.
- Experience in developing budget & generate financial and accounting reports analysis and norms.

Desirable-

- Experience in preparation in budget and settlement of advance and Utilization certificate, preferably execution for projects funded by UN agencies and other development partners

Skills-

- Fluent English, strong interpersonal relations, communication and team- work.
- Proficient in using computerized software such as (Tally, Wings/Quicken / MSWord, Excel and Power Point software or any other).

Job responsibilities:

Tasks – Managerial Planning

- Make the budget for various activities of NCCVMRC.
- Plan finances and payments as per annual work plan of NCCVMRC as approved by Immunization division of MOHFW.
- Plan disbursements to participants in consultation with Director-NIHFW and NCCVMRC Nodal Officer.
- Plan scheduled audit of accounts in consultation with Director-NIHFW.

Coordination

- Coordinate with Director-NIHFW , NCCVMRC Nodal officer and NCCVMRC Coordinator for schedule of funds flow based on annual work plan.
- Coordinate with service providers for clarifications, quotations, timely payment as approved and signed by concerned budget manager.
- Coordinate with MoHFW, NIHFW, State Govt and partners for funds/ expenditure reporting and refunds.
- Coordinate with donor agency and bank for fund placement in various training and assessments
- Coordinate with different departments for smooth fund flow and various payment to be made in different assessments and studies implementation

Monitoring and Evaluation

- Monitor fund flow, accounting and documentation as well as petty cash accounts on regular basis.
- Monitor bank statements and its correctness as per NCCVMRC accounts.
- Monitor expenses vs. budgets as well as statement of accounts for reference of Director-NIHFW and NCCVMRC Coordinator.
- Monitoring of funds on quarterly basis and after analysis timely submission of UC and SOEs.

Tasks – Technical

- Develop SoPs with relevant formats for accounting, including quotations, comparative bid analysis, procurements, petty cash release, disbursement to participants, reimbursements against expenditure, travel bills / settlement of advance etc.
- Develop accounting system and documentation/ filing system that is easily accessible when needed for references and cross verification.
- Manage petty cash and its accounting on daily basis.
- Support in designing Expression of Interest and any other proposal for outsourcing agencies
- Calculation and timely disbursement of salary, travel and per diem
- Supporting and exploring financial venture of organizations at National level and International level.
- Preparation of budget for activities planned with UN agencies, partners, institutions and Government.
- Understanding norms of UN agencies / partners/ institutions for disbursement of funds in various training, assessments and any other planned and approved activities.

Tasks – Others

Any other task that may be assigned from time to time.

Age limit: Up to 45 yrs. (on the last date of applications)

Place of Duty: National Cold Chain and Vaccine Management Resource Center (NCCVMRC) NIHF, MoHFW, New Delhi.

Mode of Selection: Through interview.

GENERAL INSTRUCTIONS TO THE CANDIDATES

- i. The application will be filled through online mode only. The URL for online application is <https://recruitment.nihfw.ac.in>. There is no need to send any printout of filled-in online application or other documents to the organization. Candidates have to make sure that they are fully eligible for the post they are applying for and the original certificates/documents in support of the information furnished in the application form are to be provided at a later stage of recruitment process. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.
- ii. The crucial date for determining age will be the last date of inviting of application i.e. **19.08.2024**.
- iii. Candidates are advised to fill the information carefully in the application form. Organization will neither be responsible for any wrong information furnished nor accept any subsequent requests for making any corrections by the candidate(s). The candidate(s) shall be solely responsible for the information filled in the application form. No change/deviation, whatsoever, will be entertained.
- iv. Incomplete application / partially filled application / application without supporting documents will summarily be rejected. Interim enquiries will not be entertained.
- v. The Candidates are advised to retain a printout of the online complete application form, which may be required for future references.
- vi. Mere fulfilling the essential qualifications does not entitle a candidate to be called for interview.
- vii. NIHFW reserves the right not to fill up the post, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final and binding. The vacancies are tentative in nature and may **decrease or increase**.
- viii. The Institute at its discretion may conduct written examination/interview for all/any of the above posts to select the candidates on the basis of merit. The decision of the Director, NIHFW shall be final in this regard.
- ix. The original degrees/certificates/proof of date of birth towards fulfillment of specified eligibility conditions shall be required to be produced by the candidate, at the time of their final selection.
- x. The applicants shall have to appear for the interview at their own expenses.
- xi. NIHFW reserves the right to extend the closing date for receipt of applications. NIHFW also reserved the right to postpone/cancel this recruitment exercise for any/all the posts.
- xii. The eligible candidate has to submit the application within specified time. Application forwarded through any other means including by post or e-mail etc. will not be entertained and summarily rejected.
- xiii. The period of working experience shall be counted only after the acquiring of essential qualification for the post.
- xiv. Any modification/correction/addition etc., if any related to the Advertisement and /or related to the recruitment process will be uploaded on NIHFW website only. No other means of communication will be used for the same. Therefore, the candidates are advised to visit the NIHFW website for updates, if any.

DIRECTOR, NIHFW



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Recent
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**"National Cold Chain & Vaccine Management Resource Centre (NCCVMRC)"
Project**

1. Name of the position applied for : _____
2. Name of the candidate in full : _____(Hindi)
_____ (English)
3. Father's Name : _____
4. (a) Address for correspondence : _____
(b) Mobile phone No. : _____
(c) Email address : _____
5. Permanent Address : _____
6. Date of birth and present age : _____
(As on date of application)
7. Whether belongs to SC/ST/OBC : _____
/EWS/PWD (Please specify)

8. Educational Qualifications:

Sr. No.	Qualification	Board / University	Year of passing	Max. Marks	Marks obtained	Percentage (%)

9. Details of employment:

Post held	Name of Deptt. / Organisation	From	To	Nature of duties performed

10. Any other relevant information: _____

11. Please link the self-attested copies of certificates in support of your educational qualification, experience, Date of Birth, Caste etc.

12. List of enclosures

(i) _____ (ii) _____ (iii) _____

(iv) _____ (v) _____ (vi) _____

Signature of the applicant

Date: _____

Name: _____