

# Terms of Reference

## Background

The Mizoram Health Systems Strengthening Project with financial and technical assistance from the World Bank aims to improve the management, quality, accessibility and delivery of health services in the state of Mizoram at various health facilities and units.

With funding from the MHSSP Office of the District Hospital, Kolasib proposed to engage Staff Nurse for efficient execution of Internal Performance Agreement (IPA).

**Name of Post :** Staff Nurse

**Contract Duration :** 3 Months

## Objective :

To work with the facility on improving Quality Patient Care.

## Scope of work :

The Employee is to be solely recruited by the Health Facility i.e District Hospital, Kolasib .Hence,the scope of work is to assist the facility in all IPA related Activity.

## Job Responsibilities :

1. Provide High Quality Patient care.
2. Assist with continuous development of staff.
3. Develop programs to maintain health and safety.
4. Any work assigned by the Facility and IPA Committee for the benefit of the Quality and benefits of patients in the facility.

## Key Skills

### A. Qualification(s)

Applicants must be a Bachelor in Nursing (B.Sc Nursing) or GNM.

### B. Skills and Competencies:

- i. The candidate should be skilled in communication, decision making, critical thinking and attention to detail.
- ii. Knowledge of English.
- iii. Computer proficiency according to DP&AR O.M No.A12034/1/2015-P&AR(GSW).

### C. Age limit:

Upto 35 years of age as on 30<sup>th</sup> July, 2022 with five years relaxation for reserved (SC/ST/OBC)category.

## Emoluments:

- a) The gross remuneration budgeted for the position is Rs.15000/-PM for 3 months
- b) Location: District Hospital, Kolasib.

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## Reporting

The Staff Nurse will report to the District Medical Superintendent, District Hospital, Kolasib.

## Contract Term :

The assignment is purely on contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government .The tenure will be for 3 months duration .Initially, the tenure will be for 3 months at a time and may be extended based on availability of funds and satisfactory performance. If the applicant decided to resign before the contract period, he /she may give notification prior 1 month to the Facility.

## General Information

Engagement of the Staff Nurse will be on full-time basis . Short listed candidates will be informed via email and phone call. Selection will be made on the basis of

- a) Interview
- b) Scrutiny of the original degrees and certificates

All selected candidates will be informed about the outcomes of the interview by email and phone call. The results will also be displayed in the website of the Hospital facility. The selected candidates need to report for joining within one week of announcement of results.

## LAST DATE FOR APPLICATIONS:

Eligible candidates interested in this position are requested to send their

- Applications
- CV
- Self-Attested copies of certificates and mark sheet from HSLC onwards .
- Computer Certificate
- Passport size photographs

to the District Hospital-Kolasib or in person or by post or e-mail at [dmskolasib@gmail.com](mailto:dmskolasib@gmail.com)

**Last Date of Application :** 20<sup>th</sup> December ,2022 (Tuesday)

**Interview Date** : 22<sup>nd</sup> December 2022 (Thursday)

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The Mizoram Health Systems Strengthening Project with financial and technical assistance from the World Bank aims to improve the management ,quality, accessibility and delivery of health services in the state of Mizoram at various health facilities and units.

With funding from the MHSSP Office of the District Hospital, Kolasib proposed to engage the post of Pharmacist for efficient execution of Internal Performance Agreement (IPA).

**Name of Post :** Pharmacist

**Contract Duration :** 3 Months

## Objective :

To work with the facility on improving Quality Patient Care.

## Scope of work :

The Employee is to be solely recruited by the Health Facility i,e District Hospital, Kolasib .Hence,the scope of work is to assist the facility in all IPA related Activity.

## Job Responsibilities :

1. Compounding and dispensing medication as prescribed by Physician.
2. Communicate with Prescriber.
3. Ensure Patients Safety etc.
4. Any work assigned by the Facility and IPA Committee for the benefit of the Quality and benefits of Patients in the Facility.

## Key Skills

### A. Qualification(s)

- (a) Applicants must have a Diploma in Pharmacy or above.

### B. Skills and Competencies:

- i. The candidate should be skilled in communication, decision making, critical thinking and attention to detail.
- ii. Knowledge of English.
- iii. Computer proficiency according to DP&AR O.M No.A12034/1/2015-P&AR(GSW).

### C. Age limit:

Upto 35 years of age as on 30<sup>th</sup> July, 2022 with five years relaxation for reserved (SC/ST/OBC)category.

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## Emoluments:

- a. The gross remuneration budgeted for the position is Rs.15000/-PM for 3 months
- b. Location: District Hospital, Kolasib.

## Reporting

The Pharmacist will report to the District Medical Superintendent, District Hospital, Kolasib.

## Contract Term :

The assignment is purely on contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government .The tenure will be for 3 months duration .Initially, the tenure will be for 3 months at a time and may be extended based on availability of funds and satisfactory performance. If the applicant decided to resign before the contract period, he /she may give notification prior 1 month to the Facility.

## General Information

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

- a. Interview
- b. Scrutiny of the original degrees and certificates

All selected candidates will be informed about the outcomes of the interview by email and phone call. The results will also be displayed in the website of the Hospital facility. The selected candidates need to report for joining within one week of announcement of results.

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With funding from the MHSSP Office of the District Hospital, Kolasib proposed to engage the post of Pharmacist for efficient execution of Internal Performance Agreement (IPA).

**Name of Post :** Security

**Contract Duration :** 3 Months

## Objective :

To work with the facility for the promotion of Health and security of patients in the Facility.

## Scope of work :

The Employee is to be solely recruited by the Health Facility i,e District Hospital, Kolasib .Hence,the scope of work is to assist the facility in all IPA related Activity.

## Job Responsibilities :

1. Monitoring of the Facility and its surroundings including Equipments and the people in compliance with its Policy and Procedure.
2. Any work assigned by the Facility and IPA Committee for the benefit of the Quality and benefits of Patients in the Facility.

## Key Skills

### A.Qualification(s)

- (b) Applicants must be a class X standard passed.

### B. Skills and Competencies:

- i. The candidate should be skilled in communication and should be able to maintain a good rapport with others.
- ii. Should be flexible in any environment.

### C. Age limit:

Upto 35 years of age as on 30<sup>th</sup> July, 2022 with five years relaxation for reserved (SC/ST/OBC)category.

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## Emoluments:

- c) The gross remuneration budgeted for the position is Rs.7000/-PM for 3 months
- d) Location: District Hospital, Kolasib.

## Reporting

The Security will report to the District Medical Superintendent, District Hospital, Kolasib.

## Contract Term :

The assignment is purely on contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government .The tenure will be for 3 months duration .Initially, the tenure will be for 3 months at a time and may be extended based on availability of funds and satisfactory performance. If the applicant decided to resign before the contract period, he /she may give notification prior 1 month to the Facility.

## General Information

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

- c) Interview
- d) Scrutiny of the original degrees and certificates

All selected candidates will be informed about the outcomes of the interview by email and phone call. The results will also be displayed in the website of the Hospital facility. The selected candidates need to report for joining within one week of announcement of results.

## LAST DATE FOR APPLICATIONS:

Eligible candidates interested in this position are requested to send their

- Applications
- Self-Attested copies of certificates and mark sheet of HSLC
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**Name of Post :** Group D

**Contract Duration :** 3 Months

## Objective :

To work with the facility for the promotion of Health in the Communities.

## Scope of work :

The Employee is to be solely recruited by the Health Facility i,e District Hospital, Kolasib .Hence,the scope of work is to assist the facility in all IPA related Activity.

## Job Responsibilities :

- i. Assisting in Patient care and administration.
- ii. Any work assigned by the Facility and IPA Committee for the benefit of the Quality and benefits of patients in the Facility.

## Key Skills

### A. Qualification(s)

Applicants must be a class X standard passed.

### B. Skills and Competencies :

- i. The candidate should be able to assist all the health care staff in any condition.
- ii. Should be flexible in any environment.

### C. Age limit:

Upto 35 years of age as on 30<sup>th</sup> July, 2022 with five years relaxation for reserved (SC/ST/OBC)category.

## Emoluments:

- e) The gross remuneration budgeted for the position is Rs.7000/-PM for 3 months
- f) Location: District Hospital, Kolasib.

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## Reporting

The Group D will report to the District Medical Superintendent, District Hospital, Kolasib.

## Contract Term :

The assignment is purely on contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government .The tenure will be for 3 months duration .Initially, the tenure will be for 3 months at a time and may be extended based on availability of funds and satisfactory performance. If the applicant decided to resign before the contract period, he /she may give notification prior 1 month to the Facility.

## General Information

Engagement of the Group D will be on full-time basis . Short listed candidates will be informed via email and phone call. Selection will be made on the basis of

- e) Interview
- f) Scrutiny of the original degrees and certificates

All selected candidates will be informed about the outcomes of the interview by email and phone call. The results will also be displayed in the website of the Hospital facility. The selected candidates need to report for joining within one week of announcement of results.

## LAST DATE FOR APPLICATIONS:

Eligible candidates interested in this position are requested to send their

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