

State Health & Family Welfare Society (Haryana)
NATIONAL RURAL HEALTH MISSION (HARYANA)
DEPARTMENT OF HEALTH (Govt. of Haryana)
Bay No. 55-58, Sector-2, Panchkula

Advt. No. NRHM/ASHA-SARC/2013-14

Date of Advt.: 30/06/2013

**Walk-In-Interview for the Post of
Training & Monitoring Coordinator (Community Processes)**

Eligible Candidates may appear for Walk-in-Interview on 10/07/2013 from 9:00 am to 10:00 am for the Post of Training & Monitoring Coordinator (Community Processes) purely on contract basis initially upto 31/03/2014 with details as mentioned below at NRHM, Haryana, Panchkula Office premises:-

Name of Post	No. of Post	Honorarium	Required Academic Qualifications and Experience	Age Limit
Training & Monitoring Coordinator	01	Upto Rs. 30,000/- p.m. Consolidated	<ul style="list-style-type: none">Post Graduate Degree in Sociology or Social Work or Rural Development or Public Administration or Public Health.State level post-qualification experience of at least 03 years in management/ coordination of community processes programmes or community mobilization or related field activities with a minimum of 02 years experience in health sector. Desirable:- <ul style="list-style-type: none">Familiarity with/having worked in community health worker programmes, or on empowerment of health volunteers or NGO health projects at the State level.Experience of having worked as State Level Trainer in Community Processes or Rural Development and as organizer of training programmes at State level is essential.Computer proficiency with familiarity of data management and commonly used packages like MS Word, Excel, power point etc.Higher academic qualification will be given preference.	Not more than 55 years
Important Instructions:	<ol style="list-style-type: none">Walk-In-Interview will be held on 10/07/2013 between 9:00 am to 10:00 am in O/o the Mission Director, NRHM, Haryana, Bays No. 55-58, Sector-2, PanchkulaNo TA/DA will be paid for attending the interview.Detailed ToR and Application are available at the NRHM website, i.e. <www.nrhmharyana.org.>Application in prescribed format available at the website of NRHM (Haryana), i.e., <www.nrhmharyana.org> required to be submitted at the time of Walk-In-Interview. Application in advance will not be accepted at the State NRHM HQ.Full particulars along-with Postal Address with PINCODE, E-mail, Contact No., two Passport size photo and attested copies of Educational Qualifications & Experience required to be attached with the Application.Original documents in support of academic qualifications and work experience shall require to be produced at the time of interview.Information for interview will be provided through E-mail, therefore, E-mail ID is required to be provided in the Application Form, necessarily for State HQ posts only.NRHM (Haryana) has right to reject any Application at the time of Walk-In-Interview, if found improper or having misleading information.Candidates having work experience under the NRHM or Health Projects may be given preference at the time of selection.The post is non-transferrable and appointment will be made for State NRHM HQ.Any additional work/place under Community Processes (NRHM) can be assigned by appointing Authority.For further details please visit our website or contact at Mobile No. 082880-21946.			

Sd/-
Mission Director,
National Rural Health Mission, Haryana

Terms of Reference for State ASHA Training & Monitoring Coordinator

A. At State NRHM HQ Level

**1. 01 State ASHA Training & Monitoring Coordinators
(Responsible for 10-11 Districts Training & Monitoring Support)**

Eligibility and Qualifications

- Post Graduate Degree in Sociology or Social Work or Rural Development or Public Administration or Public Health.
- State level post-qualification experience of at least 3 years in management/coordination of community processes programmes or community mobilization or related field activities with a minimum of 2 years experience in health sector.

Desirable:-

- Familiarity with/having worked in community health worker programmes, or on empowerment of health volunteers or NGO health projects at the State level.
- Experience of having worked as State Level Trainer in Community Processes or Rural Development and as organizer of training programmes at State level is essential.
- Computer proficiency with familiarity of data management and commonly used packages like MS Word, Excel, power point etc.
- Higher academic qualification will be given preference.

Roles & Responsibilities:

- Develop support system for a region wise district ASHA ASHA program and other community processes budget and work plan.
- Disseminate the GOs at division wise and insure to available at district level officials
- Ensure periodic training of district level officials
- Ensure smooth working relationship with DPMU and CMO to district level to strengthen implementation of Community processes.
- Facilitate documentation of best practices, case studies relating to community processes besides developing IEC/BCC materials.
- Analysis and provide feedback on training conducted on the community processes by District and NGOs.
- Undertake periodic visits to district and selected NGOs to do the supportive supervision of activity implementation.
- Provide support to NRHM for effective functioning of community processes through advocacy & networking.
- Building intervention for review and supportive supervision of community processes.
- Linkage with MNGO at Division level.
- Undertake any such assignments, which may be assigned by the State ASHA Programme Manager, ASHA Resource Center.

Reporting: *Would be located at SPMU and travelled to the allocated districts. Will report to the State ASHA Programme Manager SARC, who will be responsible for Monitoring and Evaluation of his/her performance*

Age limit: Below 55 years of age

Remuneration: Consolidated consultancy honorarium of Rs. 30000 per month. This is a contractual post: initial appointment upto 31/03/2014, extendable after assessment of performance.

Application Form

(All supporting Documents/Certificates are required to be attached with Application Form)

Sr. No.	Description	To be Filled by the Candidate					
Application for the Post							
1.	General Information						
1.1	Name of the Candidate (In Capital Letters)						
1.2	Father's Name						
1.3	Date of Birth(Date/Month/Year)						
1.4	Marital Status (Single/Married/Other)						
1.5	Permanent Address						
1.6	Postal Address (With PIN Code)						
1.7	Category (Gen/SC/OBC/etc.)						
1.8	Mobile/Contact No.						
1.9	E-mail Address						
1.10	Present Place of Living (with Complete Address)						
2.	Academic /Professional Qualifications (Starting from Highest Degree) (Attach Additional Sheet, if Required)						
Degree/ Class	Name of University/ Institute/ Board	Passing Year	Status of Marks			Name of Subject Studied	
			Total	Obtained	%		
3.	National/State/District Level Training(s) and Workshop(s) Attended (Attach Additional Sheet, if Required)						
Topic/Theme of the Training/Workshop		Name of Institution/ Organization		Date of Year		Level (National/ State/ District)	Capacity of Participation
4.	Work Experience (Starting from the latest) (Attach Additional Sheet, if Required)						
Designation (From Latest Job)		Period of Job		Name of Organization/ Deptt./Institution		Brief Profile of the Responsibilities Held	
		From	To				
5.	Any Other Information, the Candidate would like to give in support of her/his candidature (Attach Additional Sheet, if Required)						

Declaration:

All Information given in the Application Form are correct and true to the best of my knowledge. My candidature may be rejected, if found any information incorrect/false/misleading.

Date:

(Signature of the Candidate)

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