

## Terms of Reference (TOR) for ABDM, Assam

**Name of Position :Project Coordinator (Capacity Building)**

**No. of Positions : 1 (One)**

### **Indicative Educational Qualifications and Professional Experience:**

- B.Tech / B.E / MCA /Master's Degree in Social Sciences, Statistics, Pedagogy, Psychology or Human Resources Management or MBA from AICTE recognized institute
- 3+ years of experience in IT related Training, capacity building, curriculum development including teaching materials, developing creative and pragmatic approaches to capacity support and institutional strengthening in IT field
- Have undertaken at least 2 projects in the above-mentioned areas.
- Preferably having exposure in social sector schemes/missions of government at national, state and district level.
- Proficient in MS Office suite.
- Preference will be given to persons having experience of working in Health sector.

### **Indicative roles and responsibilities:**

- To prepare capacity building plan and ensure training at all level for both Public and Private facilities.
- Adoption of strategies for generation of ABHA for the entire population of the State.
- Work closely with Nodal Officer, ABDM, Stakeholders and Partner hospitals smooth implementation of the program.
- Driving day-to-day coordination between multiple healthcare stakeholders & departments
- Help NHA & State Health department/ Nodal Officers of ABDM to organize Training of Trainers, Expert Committee meetings and other meetings and workshops as and when required from time to time.
- To be work under direction of Director (Coordination).

- Any other task as may be given by State Mission Director ABDM.

**Remuneration:**Rs. 45,000/- per month with yearly 5% Increment subject to satisfactory performance.

**Period of Contractual engagement:** Initially 1 Year, extendable on mutual agreement upto 2025-2026 or the period of the ABDM, subject to satisfactory performance.

**Age Limit:** Up to 50 Years (as on the date of receiving the application)

**Work Location:** Guwahati. Opportunity to gain hands on experience of public health canvas of the state and districts. Travel to districts will be involved.

#### **Common Criteria for all positions**

- **Status of Employment:** Contractual basis or deputation from services as applicable
- **Leave:** Programme Management Unit human resources shall be eligible for **30 days Leave in a calendar year on pro-rata basis @ 2 ½ Day for every month of engagement with services rendered** and thereafter remuneration would be deducted on pro - rata basis. Un-availed leave in a calendar year cannot be carried forward to next year.
- The continuous working on contractual assignment shall not confer any preferential right of claiming regularization / permanent absorption against the position.
- The contractual human resources shall be appointed after fulfilling the statutory requirements of antecedent verification, signing of “privacy agreement”, etc.
- The provisions regarding Income Tax / other taxes shall apply as per rules.