

State Institute of Health & Family Welfare Govt. of Karnataka

TOR for recruitment for the posts of Project Co-ordinator, Financial-consultant and Program Assistant for the project "Skill development training for SC/ST candidates with assurance of employment, in 800 bedded NABH accredited hospitals".

Note:

1. All the above posts are purely on **Contract basis for one year** only, which can be renewed for another year based on the performance of the candidate
2. Candidate need not apply for more than one post
3. State Institute of Health & Family Welfare Govt. of Karnataka has every right to changes / modifications and cancel/postpone the selection process
4. Candidates are requested to verify the qualifications and experience before applying
5. Only selected candidates will be intimated about the results of the interview

A) Project Co-ordinator:

1. Number of Positions: 1

2. Work Location: This position will be primarily based at Bangalore; however, will require travel across Karnataka.

3. Job Description:

Some of the key responsibilities of Project Co-ordinator are

- Responsible and accountable for entire project life cycle.
- Support State Government in execution, monitoring and evaluation of the project.
- To prepare documents/analysis for review meetings and progress reports.
- Responsible for mobilization, screening, assessments, training, placement and project related documents & data maintenance with confidentiality.
- Inspections of Training centres/Hospitals.
- Provide feedback to training centres to strengthen training.
- Coordinating with HFW officers/TPs/Hospitals for project's activities across the Karnataka state to ensure effective implementation.
- Provide inputs, PPTs, information and statistics for periodical reports to the superiors and also assist the team in preparing relevant documents, reports and guidelines.
- Monitor & review activities for overall progress of the assigned projects.
- Conduct due diligence and periodical planned and surprise inspections for training centers.
- Responsible for maintaining and uploading candidates details in MIS/ERP, training & placements of candidates by the training centres and project performance reviews.
- Carrying out any additional responsibilities/tasks provided from time to time.

4. Qualification: Medical/Dental/Nursing graduate candidates with Post-Graduation Degree in Public health/ Health management/ Rural Development / Health Administration with knowledge of MS Office, Kannada reading and writing skills.

5. Experience: Candidate should have at least 8 years of experience in health, teaching & training in health, monitoring government programs/projects, preferably in NHM/CMKKY/DDU-GKY/NRLM/ PMKVY/NULM projects.

6. Remuneration: Rs 60,000/- per month, TA/DA and leave as per NHM norms.

7. Age Limit: The age of the candidates should not be more than 45 years as on last date of submitting application.


Commissioner,

Health and Family Welfare Services,
Anandrao Circle Bengaluru

Financial-Consultant:

1. Number of Positions: 1

2. Work Location: This position will be primarily based at Bangalore; however, will require travel across the Karnataka.

3. Job Description:

Some of the key responsibilities of Financial-Consultant are

- Responsible and accountable for entire project budget, expenditure, auditing, monitoring and evaluation
- Support State Government in execution, monitoring and evaluation of the project.
- Track placed students and collect placement & salary documents from the training centres /hospitals.
- Prepare budget & expenditure action plan.
- Prepare check list for fund release.
- Responsible for overall management of the project and release of fund.
- Responsible for developing system for monitoring financial expenditure, utilization certificates and monthly verification reports.
- Maintain relevant financial documents and accordingly ensure the release of funds on time.
- Responsible for developing fund release mechanism, ensuring appropriate documentation, developing system to track fund utilization, conduct timely review, prepare programme budget analysis and ensure financial planning accordingly.
- Undertake performance management of training centres receiving funds from programme and conduct assessments of physical and financial targets.
- Ensure all financial due diligence in fund release and utilization, lead audit of accounts, preparing financial reports and submission of the same.
- Carrying out any additional responsibilities/tasks provided from time to time.

4. Qualification: Regular/ Full Time Post Graduate Degree in Commerce from a Government recognized university/academic institution with first class marks Or Full Time Post Graduate Degree in Business Administration (Finance) from a Government recognized university/academic institution Or CA/ICWA/CS from recognized institutions in India; with knowledge of MS Office, Kannada reading and writing skills.

5. Experience: Minimum 8 years of post-qualification (starting after successful completion of minimum required education qualification) with relevant work experience (in subject related to the position) of working in large scale project/programme for poverty eradication/livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in accounts and finance management; audit; Financial due diligence; project appraisal; budgeting and dealing with statutory financial requirement. Preference will be given to persons with working experience in skill development project and knowing Government Systems.

6. Remuneration: Rs 60,000/- per month, TA/DA and leave as per NHM norms.

7. Age Limit: The age of the candidates should not be more than 45 years as on last date of submitting application.


Commissioner,

Health and Family Welfare Services,
Anandrao Circle Bengaluru

C) Program Assistant

1. Number of Positions: 1

2. Work Location: This position will be primarily based at Bangalore.

3. Job Description:

Some of the key responsibilities of program assistant are

- Support state government and project staff in execution, monitoring and evaluation of the project
- Maintain files and documents
- Assist in preparing reports , file and other documents
- Carrying out any additional responsibilities/tasks provided from time to time

4. Qualification: Regular Graduation (full time) in any subject with MS Office skills, English and Kannada typing skills.

5. Experience: Minimum 2 years of experience as program assistant; preferably in Government health projects.

6. Remuneration: Rs 25,000/- per month with leave as per NHM norms.

7. Age Limit: The age of the candidates should not be more than 45 years as on last date of submitting application.



Commissioner,
Health and Family Welfare Services,
Anandrao Circle Bengaluru



State Institute of Health & Family Welfare

1st Cross, Magadi road, Bengaluru 23, Telefax: 08023206125/6



No: SIH/PRS/01(b)/2018-19

Date: 9/08/2019

NOTIFICATION

State Institute of Health & Family Welfare (SIHFW) invites application so for the post of Project Coordinator, Financial Consultant and Program Assistant at Bengaluru, for Skill Development Training Programme.

SI No	Post	Number of vacancies
1	Project Co-ordinator	1
2	Financial Consultant	1
3	Program Assistant	1

For additional details regarding the post, please visit: www.karhfw.gov.in

Note: A walk-In-Interview will be conducted on 22/08/2019 from 10.00 AM to 01.00 PM at the Office of the Director, State Institute of Health & Family Welfare, Leprosy Hospital Campus, Magadi Road, Bengaluru-560023. . Applicants should come with their Passport size Photos, updated CV, photocopies of their relevant documents along with the original testimonials.


Director, SIHFW, Bengaluru



ನಿರ್ದೇಶಕರ ಕಾರ್ಯಾಲಯ, ರಾಜ್ಯ ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ
ಕಲ್ಯಾಣ ಸಂಸ್ಥೆ, ಮಾಗಡಿ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560 023.



ದೂರವಾಣಿ : 080-23206125/6, ಇ-ಮೇಲ್ ಐಡಿ : directorsihfw.bg@gmail.com

ಸಂಖ್ಯೆ: ರಾಆಸಂ/ಪಿಆರ್‌ಎಸ್/01(b)/2018-19

ದಿನಾಂಕ : 9/08/2019

ಪ್ರಕಟಣೆ

ರಾಜ್ಯ ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣ ಸಂಸ್ಥೆಯ ವತಿಯಿಂದ ಕೌಶಲ್ಯ ಅಭಿವೃದ್ಧಿ ತರಬೇತಿಯ ಕಾರ್ಯಕ್ರಮಕ್ಕೆ ಈ ಕೆಳಕಂಡ ಹುದ್ದೆಗಳನ್ನು ನೇರ ಗುತ್ತಿಗೆ ಆಧಾರದ ಮೇಲೆ ಸಂದರ್ಶನದ ಮೂಲಕ ನೇಮಕಾತಿ ಮಾಡಿಕೊಳ್ಳಲು ನಿರ್ಧರಿಸಿದ್ದು, ಅಭ್ಯರ್ಥಿಗಳಿಂದ ಅರ್ಜಿಗಳನ್ನು ಆಹ್ವಾನಿಸಲಾಗಿದೆ.

ಕ್ರ.ಸಂ	ಹುದ್ದೆಯ ವಿವರ	ಹುದ್ದೆಗಳ ಸಂಖ್ಯೆ
1	ಪ್ರಾಜೆಕ್ಟ್ ಕೋ-ಆರ್ಟಿನೇಟರ್	01
2	ಹಣಕಾಸು ಸಹಾಯಕರು	01
3	ಪ್ರೋಗ್ರಾಂ ಅಸಿಸ್ಟೆಂಟ್	01

ಹೆಚ್ಚಿನ ವಿವರಗಳಿಗಾಗಿ www.karhfw.gov.in ಸಂಪರ್ಕಿಸಿ.

ಸೂಚನೆ : ಸಂದರ್ಶನವು ದಿನಾಂಕ: 22/08/2019 ರಂದು ಬೆಳಿಗ್ಗೆ 10.00 ಗಂಟೆಯಿಂದ ಅಪರಾಹ್ನ 01.00 ಗಂಟೆವರೆಗೆ ನಿರ್ದೇಶಕರು, ರಾಜ್ಯ ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣ ಸಂಸ್ಥೆ, ಕುಷ್ಠರೋಗ ಆಸ್ಪತ್ರೆ ಆವರಣ, ಮಾಗಡಿ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560023 ಇಲ್ಲಿ ನಡೆಯಲಿದೆ. ಸಂದರ್ಶನಕ್ಕೆ updated CV ಯೊಂದಿಗೆ ಈಗಿನ ಭಾವಚಿತ್ರ, ಹುದ್ದೆಗೆ ಸಂಬಂಧಿಸಿದ ಮೂಲ ದಾಖಲಾತಿಯೊಂದಿಗೆ ಹಾಜರಾಗಲು ಸೂಚಿಸಿದೆ.

(Signature)
ನಿರ್ದೇಶಕರು,

ರಾಜಕುಕ ಸಂಸ್ಥೆ, ಬೆಂಗಳೂರು



State Institute of Health & Family Welfare

1st Cross, Magadi road, Bengaluru 23, Telefax: 08023206125/6



No: SIH/PRS/01(b)/2018-19

Date: 9/08/2019

NOTIFICATION

State Institute of Health & Family Welfare (SIHFW) invites application so for the post of Project Coordinator, Financial Consultant and Program Assistant at Bengaluru, for Skill Development Training Programme.

SI No	Post	Number of vacancies
1	Project Co-ordinator	1
2	Financial Consultant	1
3	Program Assistant	1

For additional details regarding the post, please visit: www.karhfw.gov.in

Note: A walk-In-Interview will be conducted on 22/08/2019 from 10.00 AM to 01.00 PM at the Office of the Director, State Institute of Health & Family Welfare, Leprosy Hospital Campus, Magadi Road, Bengaluru-560023. . Applicants should come with their Passport size Photos, updated CV, photocopies of their relevant documents along with the original testimonials.


Director, SIHFW, Bengaluru



ನಿರ್ದೇಶಕರ ಕಾರ್ಯಾಲಯ, ರಾಜ್ಯ ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ
ಕಲ್ಯಾಣ ಸಂಸ್ಥೆ, ಮಾಗಡಿ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560 023.



ದೂರವಾಣಿ : 080-23206125/6, ಇ-ಮೇಲ್ ಐಡಿ : directorsihfw.bg@gmail.com

ಸಂಖ್ಯೆ: ರಾಆಸಂ/ಪಿಆರ್‌ಎಸ್/01(b)/2018-19

ದಿನಾಂಕ : 9/08/2019

ಪ್ರಕಟಣೆ

ರಾಜ್ಯ ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣ ಸಂಸ್ಥೆಯ ವತಿಯಿಂದ ಕೌಶಲ್ಯ ಅಭಿವೃದ್ಧಿ ತರಬೇತಿಯ ಕಾರ್ಯಕ್ರಮಕ್ಕೆ ಈ ಕೆಳಕಂಡ ಹುದ್ದೆಗಳನ್ನು ನೇರ ಗುತ್ತಿಗೆ ಆಧಾರದ ಮೇಲೆ ಸಂದರ್ಶನದ ಮೂಲಕ ನೇಮಕಾತಿ ಮಾಡಿಕೊಳ್ಳಲು ನಿರ್ಧರಿಸಿದ್ದು, ಅಭ್ಯರ್ಥಿಗಳಿಂದ ಅರ್ಜಿಗಳನ್ನು ಆಹ್ವಾನಿಸಲಾಗಿದೆ.

ಕ್ರ.ಸಂ	ಹುದ್ದೆಯ ವಿವರ	ಹುದ್ದೆಗಳ ಸಂಖ್ಯೆ
1	ಪ್ರಾಜೆಕ್ಟ್ ಕೋ-ಆರ್ಟಿನೇಟರ್	01
2	ಹಣಕಾಸು ಸಹಾಯಕರು	01
3	ಪ್ರೋಗ್ರಾಂ ಅಸಿಸ್ಟೆಂಟ್	01

ಹೆಚ್ಚಿನ ವಿವರಗಳಿಗಾಗಿ www.karhfw.gov.in ಸಂಪರ್ಕಿಸಿ.

ಸೂಚನೆ : ಸಂದರ್ಶನವು ದಿನಾಂಕ: 22/08/2019 ರಂದು ಬೆಳಿಗ್ಗೆ 10.00 ಗಂಟೆಯಿಂದ ಅಪರಾಹ್ನ 01.00 ಗಂಟೆವರೆಗೆ ನಿರ್ದೇಶಕರು, ರಾಜ್ಯ ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣ ಸಂಸ್ಥೆ, ಕುಷ್ಠರೋಗ ಅಸ್ತತ್ರೆ ಅವರಣ, ಮಾಗಡಿ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560023 ಇಲ್ಲಿ ನಡೆಯಲಿದೆ. ಸಂದರ್ಶನಕ್ಕೆ updated CV ಯೊಂದಿಗೆ ಈಗಿನ ಭಾವಚಿತ್ರ, ಹುದ್ದೆಗೆ ಸಂಬಂಧಿಸಿದ ಮೂಲ ದಾಖಲಾತಿಯೊಂದಿಗೆ ಹಾಜರಾಗಲು ಸೂಚಿಸಿದೆ.


ನಿರ್ದೇಶಕರು,

ರಾಆಕುಕ ಸಂಸ್ಥೆ, ಬೆಂಗಳೂರು