



## All India Institute of Medical Sciences Bhopal

### Community Based Management of Children with Sever Acute Malnutrition (CSAM) and Anemia Mukh Bharat (AMB) Programme under RCoENRRT

Advt. No. 02 AIIMS/BPL/CFM/CSAM/Recruitment

Date: 01<sup>st</sup> Feb. 2020, The Saturday

Regional Center of Excellence for Nutrition Rehabilitation Resource and Training has been established at AIIMS Bhopal to provide technical support to the efforts of State Government. Department of Pediatrics and Community and Family Medicine (CFM) are supporting National Health Mission (NHM) and DWCD. The Center of Excellence has a key role in capacity building, knowledge management, technical and operational support to program implementation, monitoring and feedback to state government.

Applications of eligible candidates are invited to for the following posts on purely contractual basis (up till duration of project) for the CSAM & AMB Project.

#### **Purpose of the posts:**

Under the technical guidance of Dept of Community and Family Medicine (AIIMS Bhopal) and in collaboration with DWCD and NHM, provide technical and operational support to plan, implement and monitor Community based management of Sever Acute Malnutrition (CSAM) and *Anemia Mukh Bharat* programme (AMB).

Technical oversight and funding for the position shall be provided by a respected, International Development Agency that works across the globe, to promote children's survival, protection and development

#### **Sr. No. 1: Programme coordinator (AMB)      No. of Posts - 01 (UR)**

Under the direct supervision of Principal Investigator for CSAM and AMB project, Programme Coordinator (AMB) shall execute the following responsibilities:

#### **Major duties and responsibilities (including but not limited to):**

- **Liasoning, Advocacy and Coordination with stakeholders-** Facilitate inter-departmental coordination and convergence between DWCD, NHM, Education Dept and other line departments and AIIMS Bhopal including other development partners to improve implementation of AMB in the districts.
- **Monitoring and Evaluation through HMIS and Dashboard-** Facilitate data analysis and biannual review meetings at state level with key departments and CoE, AIIMS Bhopal, to review the program indicators for AMB with a focus on sharing bottlenecks identified in supply chain, record keeping, reporting and data validation and communication plan implementation.
- **Capacity building and technical assistance to key stakeholders-** Identify key gaps and training needs, develop training content and plan for trainings. Identify stakeholders which need specific mentoring and guide them accordingly

- **Providing overall leadership and guidance-** Provide guidance and direction to the Project and to the Project team in the State. Able to deal with HR issues including problem solving and conflict management. Discharges administrative and other responsibilities associated with the position. Mentors and supports field-based personnel supported by the project.
- **Project Management at AIIMS Bhopal**
  - Coordination with Regional Field Monitors working under AMB
  - Compile and share all field visit trip reports with the Nodal Person for CSAM/AMB and government counterparts.
  - Coordinate monthly review meetings at Department of CFM to discuss the findings, gap assessments, data issues and scope for improvement.
  - Maintaining and sharing records of trainings held, participant's details, meeting minutes, financial records and other administrative support to the department for CSAM and AMB programs.
  - Facilitate coordination with Finance Department/Research Cell/Director's Secretariat of AIIMS Bhopal for smooth and timely functioning.
- **Report writing-** Provide support in documentation / developing progress reports and sharing of best practices/success stories in AMB program at community and develop resource materials, as required from time to time.

The essential qualification, experience, consolidated salary and service tenure are as under.

**Qualifications/ specialized knowledge/ experience required:**

<b>Essential qualification</b>	Applicants must have post graduate degree in Public Health/ Public Health Nutrition/Community Medicine/ Health Administration/ Social Work
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years of professional work experience in the field of public health, public health nutrition especially micronutrient supplementation, child nutrition, emergency nutrition, management of children with SAM, Anemia Mukht Bharat Programme related activities etc.</li> <li>• Prior experience of working with the Government shall be an asset;</li> <li>• Knowledge/ familiarity with Govt systems and national flagship programmes such as NHM, ICDS and others</li> <li>• Experience may be relaxed for candidate with MD in Community Medicine / Preventive and Social Medicine by competent authority.</li> </ul>

<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non- governmental and civil society organizations;</li> <li>• Knowledge of local language (Hindi) is essential; Fluency in English is desirable</li> <li>• Good analytical, negotiation and communication (oral and written) skills;</li> <li>• Ability to use computer software i.e. MS Office, MS Excel, PowerPoint and Internet programmes</li> <li>• Competency in statistical analysis with popular software package</li> <li>• Knowledge of the public health system in the state</li> <li>• Knowledge of various project management tools and demonstrated ability to use these in previous work assignments</li> <li>• Capacity to develop and facilitate work plan and provide support to identify suitable alternatives as needed;</li> <li>• Accountability for the delivery of agreed results;</li> <li>• Ability to work under pressure;</li> <li>• Ability to identify problems, propose solutions and take immediate corrective measures;</li> <li>• Ability to work independently and with minimum supervision</li> </ul>
<b>Professional Fees</b>	Rs 80,000 per month (Consolidated)
<b>Estimated travel</b>	5-10 days of field travel in a month and/or as required
<b>Location</b>	Technical Support Unit (AMB), Dept. of Community and Family Medicine, AIIMS Bhopal
<b>Age limit</b>	Below 45 years (as on the last date of application). Age relaxation may be given to deserving candidates by Competent Selection Committee
<b>Duration</b>	The project duration is from Jan 1, 2020 to December 31,2020. The successful candidate shall be issued an initial contract till December 31,2020, which may be extended based on performance, funds availability from the funding agency and continuing requirement for the position.

**Sr. No. 2: Field Monitor (CSAM)**

**No. of Posts - 01- UR  
(Based in **Bhopal**)**

Under the direct supervision of Principal Investigator for CSAM and AMB project, Field Monitor (CSAM) shall execute the following responsibilities:

**Major duties and responsibilities (including but not limited to):**

- Facilitate planning and capacity development for CSAM in the assigned districts in collaboration with Dept of CFM and DWCD.
- Monitor CSAM training programs for supervisory cadre and frontline functionaries (AWW, ASHA, ANM) for implementation of Community based Management of Severe Acute Malnutrition.
- Facilitate implementation of community-based management of children with SAM with specific focus on streamlining monthly screening of children, appropriate referral to facilities including tracking of children, IEC / communication activities and monitoring of the services by the Govt system in the assigned districts.
- Support for streamlining supply chain, training and monitoring of THR for SAM children.
- Support district to establish linkages between Facility based (NRC's, SMTU's and SMART unit) and Community based management of SAM children.
- Facilitate review cum convergent meetings: Facilitate inter-departmental coordination and convergence between DWCD and NHM and AIIMS Bhopal including other development partners to improve implementation of Integrated Management of SAM in the districts (especially under the leadership of district collector).
- Ensure data management for CSAM – Regular data entry, dashboard and analysis to take mid-course corrections to improve CSAM program.
- Monitoring roll out of CSAM program to ensure quality implementation according to the protocols and support logistics management, if needed. Share field visit trip reports with the Nodal Person for CSAM and government counterparts.
- Facilitate monthly review meetings to share the findings, gap assessments, data issues and scope for improvement.
- Provide support in documentation of best practices in CSAM program at community and develop resource materials, as required from time to time.

The essential qualification, experience, consolidated salary and service tenure are as under.

**Qualifications/ specialized knowledge/ experience required:**

<b>Essential qualification</b>	Applicants must have post graduate degree in Public Health/ Public Health Nutrition/Community Medicine/ Health Administration/ Social Work
<b>Experience</b>	<ul style="list-style-type: none"><li>• Minimum 3 years of professional work experience in the field of public health, public health nutrition especially micronutrient supplementation, child nutrition, emergency nutrition, management of children with SAM, etc.</li><li>• Prior experience of working with the Government shall be an asset;</li><li>• Knowledge/ familiarity with Govt systems and national flagship programmes such as NHM, ICDS and others.</li><li>• Experience may be relaxed for candidate with MD in Community Medicine / Preventive and Social Medicine by competent authority.</li></ul>

<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non- governmental and civil society organizations;</li> <li>• Knowledge of local language (Hindi) is essential; Fluency in English is desirable</li> <li>• Good analytical, negotiation and communication (oral and written) skills;</li> <li>• Ability to use computer software i.e. MS Office, MS Excel, PowerPoint and Internet programmes.</li> </ul>
<b>Professional Fees</b>	Rs 80,000 per month (Consolidated)
<b>Estimated travel</b>	10 -15 days of field travel in a month and/or as required
<b>Age limit</b>	Below 45 years (as on the last date of application). Age relaxation may be given to deserving candidates by Competent Selection Committee
<b>Location</b>	Bhopal district (May require to travel to other Districts as per requirement)
<b>Duration</b>	The project duration is from Jan 1, 2020 to December 31,2020. The successful candidate shall be issued an initial contract till December 31,2020, which may be extended based on performance, funds availability from the funding agency and continuing requirement for the position.

### **Sr. No. 3: Project Associate (CSAM & AMB)**

**No. of Posts - 01- UR**

Project Associate (CSAM & AMB) shall work under direct supervision of Programme Coordinators (CSAM & AMB) taking responsibility to perform a variety of finance and administrative related tasks, including the provision of support to budget management, financial accounting, account reconciliation, coordination with other Field Monitors and Departments within AIIMS and assisting in the day-to-day operational and administrative needs of the office. The Project Associate will also provide administrative support to the Regional Field Monitors deployed in the project.

#### **Major duties and responsibilities (including but not limited to):**

- Provide support in documentation/developing progress reports and sharing of best practices/success stories in CSAM/AMB program at community and develop resource materials, as required from time to time.
- Prepare ad-hoc reports as and when required.
- Coordinate monthly review meetings at dept of CFM to discuss the findings, gap assessments, data issues and scope for improvement.
- Compile and share all field visit trip reports with the Nodal Person for CSAM/AMB and government counterparts.
- Assist in drafting of key project related letters, managing diaries, preparing and distributing

papers and documents for meetings, making appointments, basic translation, set up contact database, etc.

- Support in the organization of meetings, seminars and workshops by making timely booking the venues, assisting in preparing and sending invitations, assisting in preparing agenda and/or
- Provide administrative and finance support to CSAM and AMB Project Office at AIIMS Bhopal;
- Providing secretarial services as required by CSAM and AMB Project Office at AIIMS Bhopal;
- Maintain program and accounting records of the project as per standard accountancy and financial procedures and periodically enter them in Tally software.
- Facilitate coordination with finance department/research cell/Director's cell of AIIMS for smooth and timely functioning.
- Facilitate travel and other arrangements for field visits to the intervention districts and keep records.

The essential qualification, experience, consolidated salary and service tenure are as under.

**Qualifications/ specialized knowledge/ experience required:**

<b>Essential qualification</b>	<p>Degree in health/business administration, accounting, finance or a relevant field.</p> <p>Good understanding of program coordination, compiling reports, data management, documentation, accounting and financial reporting principles and practices.</p> <p>Excellent knowledge of MS Office (MS Excel, Word, PowerPoint) and familiarity with relevant computer software systems (e.g., Tally).</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 03 Years of Experience in Administration and Finance in reputed organizations</li> <li>• Experience in Government Organizations and/or project implementation will be an asset.</li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non- governmental and civil society organizations;</li> <li>• Effective listening skills, and excellent verbal and written communications skills including program documentation in English.</li> <li>• Thorough knowledge of modern office procedures and practices including data management.</li> <li>• The incumbent keeps abreast of changes in procedures and practices, rules and regulations, organizational structure, in the AIIMS Bhopal.</li> <li>• Ability to draft standard correspondence;</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to handle work in a timely and accurate manner with tact and discretion, as required.</li> <li>• Knowledge of local language (Hindi) is essential; Fluency in English is desirable</li> <li>• Ability to use Tally software or other accounting software.</li> <li>• Excellent time management skills and the ability to prioritize work.</li> <li>• Strong organization skills with the ability to multi-task.</li> <li>• Attention to detail and problem-solving skills.</li> </ul>
<b>Professional Fees</b>	Rs 25,000 per month (Consolidated)
<b>Estimated travel</b>	As per requirement
<b>Location</b>	CSAM and AMB Technical Support Unit, Dept. of Community and Family Medicine, AIIMS Bhopal
<b>Age limit</b>	Below 35 years (as on the last date of application). Age relaxation may be given to deserving candidates by Competent Selection Committee
<b>Duration</b>	The project duration is from Jan 1, 2020 to December 31,2020. The successful candidate shall be issued an initial contract till December 31,2020, which may be extended based on performance, funds availability from the funding agency and continuing requirement for the position.

**Sr. No. 4: Field Investigators (Short Term Assignment-30 days) No. of Posts - 10**

A concurrent monitoring and anthropometry validation exercise has to be done under CSAM project in Babai Block of Hoshangabad District. For this purpose, 10 Field investigators will be engaged on Short Term Contract of 30 days as per details mentioned below

**Major duties and responsibilities (including but not limited to):**

- Each Field Investigator will be trained and assigned to team of 2 Field Investigators
- Each team will conduct survey of around 600 households within 30 days i.e. 20-25 Households per day and 5 teams will cover 3000 Households within 30 days
- Conduct House to House Survey in villages of Babai Block
- Perform anthropometry (Weight, Height measurement) of Children Under-5 years of Age
- Submit daily report to Programme Coordinator (CSAM) and Field Monitor (CSAM)
- Maintain records and registers during survey period

<b>Essential qualification</b>	Graduate from recognized University
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<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Field Surveys in Health or Nutrition Sector will be an asset</li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge of local language (Hindi) is essential</li> <li>• Effective listening skills, and excellent verbal communication skills</li> <li>• Excellent time management skills and the ability to prioritize work.</li> </ul>
<b>Professional Fees</b>	<p>Rs 50000 per Field Investigator – Consolidated All Inclusive (Honorarium, Lodging and Boarding) for the work assigned</p> <p>For each Field Investigator, Out of Rs50000 , Rs 10000 will be paid after successful completion of training, Rs 20000 will be paid when their team completes 300 households and remaining Rs20000 will be paid when survey of all 600 households is completed and supervisor has recommend about quality</p> <p>Vehicle will be provided through project funds</p>
<b>Estimated travel</b>	As per requirement
<b>Location</b>	Babai Block, Hoshangabad District
<b>Age limit</b>	Below 35 years (as on the last date of application). Age relaxation may be given to deserving candidates by Competent Selection Committee
<b>Duration</b>	This is Short Term Contract which will end on work completion or 30 days of order whichever is <b>earlier</b>

1. Selection Venue: Department of Community and Family Medicine, 2nd Floor, Medical College Building, AIIMS Bhopal

No TA/DA will be paid for attending the walk-in-written / skill test.

2. Age Concession: Age will be calculated in completed years on the date of interview. Age relaxation is admissible in respect of SC/ST/OBC candidates, Retrenched Government Employees, Departmental Candidates (including projects), and ex-servicemen in accordance with the instructions issued by the Central Government from time to time. Age concession to the extent of services rendered in the research projects will also be admissible for experienced and skilled persons.
3. **Last date of online application:** Applicant should apply by following link <https://forms.gle/WZaEP4VM4Qc4Xndy7> along with necessary documents on or before 21<sup>st</sup> Feb. 2020, 5PM (No hardcopy by post / courier will be accepted). List of eligible candidates for the interview will be displayed on the AIIMS website.
4. Date and Time of Written test (if applicable) / interview: 27<sup>th</sup> Feb. 2020, Thursday which includes overall assessment on General Science, General Analytical ability and knowledge of concerned area. The Candidates shall **report at 9.30 AM** to the Principal



Investigator at selection venue. **Candidate attending interview only should carry hardcopy of application provided, along with all below mentioned documents.**

5. If the candidates turn out to be more than the cut off ratio, written test will be conducted followed by interview.
6. The candidates shall report for appearing in the walk- in interview with following
  - a) Duly filled application form
  - b) Self-attested photocopies of proof of date of birth (class 10th certificate/ school leaving certificate), eligibility qualification mark-sheets, degrees, experience certificate, caste certificate (if applicable), qualifying degree registration with statutory council (if applicable) and other relevant testimonials.
7. The advertisement is hosted at the website of AIIMS Bhopal [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

**Application Fees: Nil**

## TERMS & CONDITIONS

1. It is candidates' responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. Any misinformation detected at any stage will make the candidate liable for termination from the contract. Permission to appear in the selection process does not approve the eligibility of the candidate. Even after qualifying the selection process the candidate may be rendered disqualified at the time of document verification if he / she does not fulfil essential eligibility criteria.

2. These appointments will be made from the staff strength sanctioned to project and employment in this project will not vest any right to candidate for appointment within the sanctioned staff strength of AIIMS Bhopal, DWCD or NHM.

3. **Tenure:** The assignments are **purely on contract basis** for the period specified above. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in AIIMS Bhopal DWCD or NHM or for continued contractual appointment.

4. **Expiry of Contract:** The contract will automatically expire on completion of period specified above unless it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.

5. **Leave:** The leave entitlement of the appointee shall be governed in terms of the AIIMS Bhopal leave policy governing extramural / short term research projects as amended from time to time.

6. **Accommodation:** No hostel or any other accommodation will be provided by the Institute / Principal Investigator.

7. The candidate who is already in government service shall submit '**No Objection Certificate**' from the present employer at the time of walk-in-written test.

8. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.

9. The candidate should bring along original certificates in support of his/her age, educational/ professional qualification, experience etc., two recent passport size colour photographs and a one set of self-attested photocopies of the relevant documents failing which he/she will not be allowed to participate in the interview or written test.

10. No travelling or other allowances will be paid to the candidate for appearing in written examination or for joining the post.

11. Canvassing of any kind will lead to disqualification.

12. Private practice of any type will not be allowed during contractual engagement.

13. He / She can be posted at any place as per the requirement of the project including rural areas / field sites.

14. He / She abide by the rules of conduct and discipline as applicable to the institute employees.
15. The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
16. The candidate should not have been convicted by any Court of Law.
17. In case any information given or declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to his appointment, he/she will be liable to be removed from the service and action as deemed fit by the appointing authority taken.
18. Applications incomplete in any aspect will be summarily rejected.
19. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
20. All information / updates pertaining to this advertisement including date of interview or written examination, result, joining etc will be displayed on the AIIMS Bhopal website which is [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)
21. No individual intimation will be sent by the AIIMS Bhopal to applicants. It will be the responsibility of applicants to keep themselves informed abreast of the developments by visiting institute website regularly.
22. All disputes will be subject to jurisdictions of Court of Law at Bhopal.

**Prof. (Dr) Arun M Kokane**  
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**CSAM & AMB Project**  
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