

Terms of Reference (TOR) for ABDM, Assam

Name of Position : Project Coordinators

No. of Positions : 7 (Seven)

Indicative Educational Qualifications and Professional Experience:

BE/ B-Tech,

Or

BCA/MCA

Or

MBA/ Post Graduate Diploma in Management

Or

Master's in Public Health from recognized institute

- 3+ years working experience in health care sector
- Proficient in MS Office suite
- Preference will be given to persons having experience of working in Health sector

Indicative roles and responsibilities:

- Analysis of data and provide necessary support for decision making.
- Monitoring district wise performance of ABDM adoption and compliance requirements, escalating concerns to senior stakeholders as appropriate
- Facilitate population of various ABDM registries
- Project documentation, such as plans and reports.
- Monitoring and evaluation of project deliverables.
- Relationship management.
- Managing bottlenecks and escalating the same to the management.
- Handholding stakeholders.
- Coordination with all stakeholders to redress the grievances.
- Prepare an annual report which would inter-alia, highlight responsiveness and accountability achieved at all levels.
- Provide information regarding Parliament/Assembly Questions/Committees, assurances, VIP references, etc from time to time.
- Management of staff attendance, leave etc.
- Any other task as may be given by State Mission Director ABDM or Management

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:

- 2 positions at State HQ, Guwahati and
- 5 positions at the Zonal Offices of NHM (at Silchar, Jorhat, Tezpur, Nagaon and Guwahati or any Lower Assam District HQ to be decided subsequently)

Opportunity to gain hands on experience of public health canvas of the state and districts. Travel to districts will be involved.

Staff may be transferred to any other location as per requirement of the programme.

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.