

# Terms of Reference

## Background

The Mizoram Health Systems Strengthening Project with financial and technical assistance from the World Bank aims to improve the management, quality, accessibility and delivery of health services in the state of Mizoram at various health facilities and units.

With funding from the MHSSP Office of the Chief Medical Officer, Mamit proposed to engage DEO-cum-Accountant for efficient execution of Internal Performance Agreement (IPA).

**Name of Post :** DEO-cum-Accountant

**Contract Duration :** 6 Months

## Objective :

To improve the accounts and data management within the facility with regards to IPA under MHSSP and to play a crucial role in bringing out a quality system within the facility.

## Scope of work :

The DEO cum Accountant is to be solely recruited by the Health Facility i.e Office of the Chief Medical Officer, Mamit District. Hence, the scope of work is to assist the facility in data entry and all IPA Related activities including accounts management of the IPA Funds for the facility.

## Job Responsibilities :

1. Data Entry for MHSSP related work within the facility.
2. Accounts Management for IPA funds and activities.
3. Assist the District Quality Manager in attaining utmost quality system within the facility.
4. Any other task assigned by the facility.

## Key Skills

### A. Qualification(s)

- (a) Applicants must possess at least a degree in Bachelor of Commerce/Hospital Administration/Public Health/Social Science/Management.

### B. Experience

- a. Essential: Applicant must possess a minimum 1 year of experience in Accounts Management.
- b. Desirable: Preference shall be given to candidates with experience in Data Entry and Accounts Management.
- c. Experience of working in the public sector will be added advantage.

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## C. Skills and Competencies:

- d. Sound knowledge on the Concepts of Quality to the hospitals
- e. Knowledge of English and Mizo both written and oral;
- f. Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them
- g. Computer proficiency and familiarity with MS Word, Excel, PowerPoint.

## D. Age limit:

Upto 35 years of age as on 21st April 2022 with five years relaxation for reserved (SC/ST/OBC)category.

## Emoluments:

- a) The gross remuneration budgeted for the position is Rs15000/-PM for 6 months
- b) Location: Office of the Chief Medical Officer ,Mamit.

## Reporting

The DEO-cum-Accountant will report to the Chief Medical Officer and District Quality Manager at the facility/unit.

## Contract Term :

The assignment is purely on contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government .The tenure will be for 6 months duration .Initially,the tenure will be for 6 months at a time and may be extended based on availability of funds and satisfactory performance.

## General Information

Engagement of the DEO-cum-Accountant will be on full-time basis . Short listed candidates will be informed via email and phone call. Selection will be made on the basis of

- a) Interview
- b) Scrutiny of the original degrees and certificates

All selected candidates will be informed about the outcomes of the interview by email and phone call. The results will also be displayed in the website of the facility. The selected candidates need to report for joining within one week of announcement of results.

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**LAST DATE FOR APPLICATIONS:** 4<sup>th</sup> May 2022

Eligible candidates interested in this position are requested to send their

- Applications
- CV
- Self-Attested Documents required
- Experience Certificates
- Passport size photographs

to the Office of the Chief Medical Officer ,Mamit District in person or through postal service at Mamit District – 796441 or by email [cmomamit@gmail.com](mailto:cmomamit@gmail.com)