

Sanctioned Designation: PROGRAM MANAGER CUM ADMINISTRATOR

Functional Designation: Program Administrator

Eligibility criteria:

- Graduate with minimum post qualification experience of 15 years in Administration in public sector preferably in health sector.
OR
- Master's in Business Administration (MBA) or equivalent with specialization in Hospital/ Health Management with 7 years' post qualification experience in Administration in public sector preferably in health sector.

Additional Requirement:

- Excellent analytical, oral & written communication skills and willing to travel extensively within India
- Proficient in computer applications (MS Word, Excel, Power Point), email and internet etc.

Age: Below 50 years, In case of retired Govt. servant as per DOPT guidelines (Induction age should be up to 62 Years).

Consolidated Remuneration: Rs. 70000/-- (Rupees Seventy thousand) per month.

Job Description (Terms of Reference):

1. Provide support and assist in development of the strategic approach for administrative support to CSU-IDSP.
2. Deal with all administrative matter pertaining to Central Surveillance Unit
3. Support State Surveillance Units in administrative and liasoning with other programs/sections in the Ministry
4. Respond to Inquiries, RTI, and Court Cases
5. Manage the filing, storage and security of documents
6. Assist with preparation and advertising of contract documents.
7. Coordination with all the personnel working in CSU-IDSP and Quarterly performance report to be prepared for appraisal.
8. Performing other duties as required & Monthly performance report to be prepared for appraisal