

# CLINICAL DEVELOPMENT SERVICES AGENCY

Ministry of Science & Technology, Govt. of India 3rd Floor,  
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(An extramural unit of THSTI, Department of Biotechnology.)

## Recruitment Notice No. CDS/RN/18/2017

CDSA invites applications for State Quality Manager position, for the Project “**SWABHIMAAN**”, from high performing professionals with a desire to encourage women empowerment in the country

<b>Name of the post</b>	<b>State Quality Manager (SQM)</b> (03 Positions) Initial hiring will be for a period of <b>three months</b> to be continued as per project extension and through performance review
<b>Emoluments &amp; Other Benefits</b>	Maximum up to ₹ <b>1,20,000/-</b> per month. In addition to the salary the candidate will be covered under group accident insurance cover of Rs.15 lakhs. He/She will have to purchase life term insurance over of Rs.10 lakhs which will be reimbursed by CDSA. He / She will be required to have an individual medical insurance cover of minimum Rs. 2 lakhs (non-reimbursable). <b>The monthly remuneration will be deliverable based</b>
<b>Location</b>	Swabhimaan Support Cell Patna (Bihar), Raipur (Chhattisgarh) and Bhubneswar (Odisha) as per program requirement. This job involves field activity in allocated state. In addition will be required to report to CDSA HO /UNICEF or connected offices in their allocated states as and when required.
<b>Job profile</b>	Supportive supervisor and SPoC for UNICEF state specialist, Government official of SRLM & NHM, Village Organizations (VOs) of Livelihood Mission, state Swabhimaan focal point and other stakeholders with strong academic and experience in planning and implementing rural/ health research projects. <ul style="list-style-type: none"> <li>• Support Program Manager (PM) for establishment of <b>Knowledge Management Support Cell</b> through document management software (<b>m-Sakhi</b>) at National level.</li> <li>• Work very closely with PM to ensure translation of <b>Integrated Microplan</b> (IMP/PMP) work books, set its process document and quality check of specific checklists.</li> <li>• Review the <b>Poshan Microplans</b> (PMP) for all 4 categories and developing program related materials such as <b>SOPs, Checklists, Implimentation Plans, State/Block Reports, Training Material</b> and related documents, collate the quaterly and Final reports from respective state to PM and/or UNICEF.</li> <li>• Supervise, mentor and track performance of <b>VOs/CRPs/Poshan Sakhis</b> in close coordination with UNICEF state specialist .</li> <li>• On-site accompanied and/or <b>reiki visits</b> to Blocks/ <b>Swabhimaan cell</b> across three States (Bihar, Chhatisgarh and Odisha).</li> <li>• Manage operational aspects for implementation of supportive activities from system and processess set-up and <b>training of VOs/CRPs/Poshan Sakhis etc;</b> ensuring compliance with SOPs/ plans.</li> <li>• Reviewing reports, protocol deviations and line listings to ensure <b>reliable quality data</b> are delivered.</li> </ul>

<b>Qualifications and Experience</b>	<b>MPH/MHA/Rural or Health Management or Nutrition/Agriculture/</b> alongwith Medical or allied bachelor's degree with <b>7-8 years</b> experience in management and/ or implementation of public health interventions or community based research projects. Candidates with experience in <b>State Rural Livelihood Mission</b> or community based studies i.e. <b>social mobilisation, livelihood promotions, financial inclusion</b> etc. will be preferred.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Thorough understanding of the SoW, tools and systems developed by CDSA to support Swabhiman Support Cell.</li> <li>• Strong academic and experience in planning and implementing rural/ health research projects.</li> <li>• Personal qualities that include the ability to gain trust and confidence with stakeholders.</li> <li>• Operational skills including focus and commitment to quality management and problem solving</li> <li>• Effective communication skills that Include the provision of timely and accurate information to stakeholders</li> <li>• Ability to develop and implement monitoring plans, SoPs, database concepts, and formats.</li> <li>• Ability to remain flexible as projects and priorities change and work independently with minimal guidance as well as collaboratively within a team setting</li> <li>• Excellent Computer skills (MS Word,e-mail,excel, internet)</li> <li>• Knowledge of Statistical Software (SPSS, Epi.Info; etc.)</li> </ul>

**GENERAL TERMS & CONDITIONS:**

1. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
2. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
3. Persons working in Govt. or Public Sector undertaking should produce "No Objection Certificate" at the time of Interview.
4. The qualification, experience and other requirements for the posts are relaxable at the discretion of the competent authority, in case of candidates who are otherwise suitable. Candidates not found suitable for the posts notified, can be offered a lower post on the recommendation of the Selection Committee.
5. Candidates willing to travel extensively only needs to apply, as this position demands lots of travel in allocated state.
6. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
- 7. Only candidates who can join immediately needs to apply, as the position is to be filled on an urgent basis.**
8. This position will be purely on temporary/contractual basis for the specified period of time and based on project.
9. In case a large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification.
- 10. Only shortlisted candidates will be called for Written test/Interview in the first week of May 2017. Request for change in Written test/ Interview schedule will not be entertained under any circumstances.**

11. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
12. Interested candidates may please send their current CV with a recent photo and cover letter indicating their motivation for the position applied for (150 words) and three references by e-mail with subject line mentioning "Application for the position **"SWABHIMAAN: State Quality Manager"** to cdsa\_admin@thsti.res.in.
13. Incomplete applications will stand summarily rejected without assigning any reasons.
14. All results will be published on our website and all future communications will be only through email.
15. Canvassing in any form will be a disqualification.

**Applications will be accepted up to 28<sup>th</sup> April 2017.**

**Note: In case a suitable candidate is not found, the call for application will remain open till suitable candidate is found. As soon as suitable candidate is found, this recruitment notice will be closed on our website.**