

F. No. T-21013/7/07-NCD
Directorate General of Health Services
(NCD Section)

Nirman Bhawan, New Delhi
Dated: June 15, 2010

Subject: Application for the post of Consultant Public Health and Research Associates on contractual basis under National Mental Health Programme

One post of Consultant Public Health and Two post of Research Associates on contractual basis under National Mental Health Programme is to be filled on contract basis. The eligible and desirous candidates may send their application for this post to the **Chief Medical Officer (JK), Directorate General of Health Services, Room No. 352-A Wing, Nirman Bhawan, New Delhi 110108** latest by **28th June 2010 by post** along with a copy of their application by email to NMHPcell@gmail.com .

Terms of Reference and Quantifiable deliverables are enclosed for ready reference.

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(Dr. Jagdish Kaur)
Chief Medical Officer
Telefax:23063120
NMHPcell@gmail.com

To,

1. Notice Board in Nirman Bhawan
2. Director, NIC, Nirman Bhawan, New Delhi with the request to put this notice, terms of reference and quantifiable deliverables prominently on the Web-site of the Ministry. Soft copy is being sent by email/flash drive

High end Consultant of Public Health in National Mental Health Programme (NMHP)

Terms of reference

Qualifications/job requirements:

Essential:

Qualifications: a) MBBS b) MD/DNB (PSM/SPM/Community Medicine/CHA) /Diploma Public Health/MPH/Diploma Community Health

Desirable:

- 3 years post PG degree/diploma experience
- Experience of working with National health programmes at central/state level with government /non govt. Sector.
- Relevant experience in management of programmes in health sector.

Knowledge and skills:

- i. Relevant managerial skills in implementing programmes or projects at national/state level in a target driven approach.
- ii. Capability to function collaboratively and productively in a multidisciplinary environment to achieve the objectives of the programme.
- iii. Ability to represent the program in interactions with relevant stakeholders in the Government of India and State Government; civil society and other agencies.
- iv. Knowledge of health care delivery infrastructure at state/district and grass root level in public and private sector.
- v. Knowledge of IEC/BCC in respect of health programmes and ability to develop media campaign.
- vi. Skills to carry out TNA and planning training programmes.
- vii. Planning and organizing national and sub national meetings/seminars.
- viii. Ability and willingness to travel extensively.
- ix. Supervisory/monitoring skills for follow up of programme components

- x. Excellent interpersonal skills with ability to work in a team.
- xi. Excellent command over MS-Office, internet and other common softwares.
- xii. Good communication skills in English and Hindi, both written and verbal.

Job Description:

- To provide technical as well as management support to concerned technical units/departments for planning and implementation of National Mental Health Programme (NMHP)
- To assist in management of NMHP for effective implementation of the Program objectives.
- To co-ordinate in-house, National and Regional level meetings regarding NMHP implementation.
- To travel for physical monitoring and review of institutions/ district projects in the country.
- To assist the officials dealing with NMHP with high end technical expertise in mental health.
- To coordinate preparation of IEC strategy, development of IEC materials, and monitor the IEC campaign for NMHP.
- To coordinate development of teaching/training materials for workshops/ training programmes.
- To supervise collection and analysis of quarterly reports on NMHP.
- To assist in report or paper writing in areas of interest regarding mental health on behalf of Dte.G.H.S./Ministry.
- To assist in implementation and monitoring of the programme.
- To perform other high end technical duties related to mental health as assigned by the programme managers in DteGHS/MoHFW.

Remuneration: Rs.50,000/- P.M. Remuneration to be sourced from WHO biennium funds.

Duration: Six months initially (for new appointment) extendible annually subject to satisfactory work performance and recommendations of the programme division/review committee.

Quantifiable deliverables for High end Medical Consultant (Public Health) in National Mental Health Programme

1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
<ul style="list-style-type: none"> • Preparation of guidelines for implementation of new components of NMHP. • Assist in organizing orientation workshops for revised schemes under NMHP. • Follow up and facilitate release of funds and utilization by states/institutes under various schemes of NMHP. • Follow up submission of quarterly reports from states. • Follow up submission of UCs by states and institutes in a timely manner so as to ensure continuation of activities. • Analyze progress of implementation and define monitoring strategy accordingly. • Plan for training of DMHP teams on new pattern of 	<ul style="list-style-type: none"> • Coordinate and arrange for training programmes for DMHP teams at identified institutions. • Technical assessment of proposals received from states for funding under NMHP. • Visit at least 4 centers funded under manpower development scheme. • Visit at least 4 DMHPs to review their performance. • To assist in implementation of the monitoring strategy for NMHP. • Provide technical inputs on public health issues referred for examination by the programme division. • Prepare and submit quarterly progress report for NMHP • Provide inputs for annual report of MoHFW in respect 	<ul style="list-style-type: none"> • Organize 2 Regional level orientation workshops/ reviews about the revised NMHP to increase the scope and reach of NMHP in States.. • Coordinate training programme for DMHP teams at identified institutions. • Examine proposals received from states for funding under NMHP and provide high end technical inputs for consideration of the Standing Committee on NMHP • Visit at least 4 centers funded under manpower development scheme selected at random/ identified as per performance to monitor the progress of work. • Visit at least 4 districts selected at random/identified due to 	<ul style="list-style-type: none"> • Organize 1 Regional level orientation workshop about the revised NMHP to increase the scope and reach of NMHP in States. • Coordinate 1 National Consultation of State Mental Health Authorities to review implementation of Mental Health Act and their functioning. • Examine proposals received from states for funding under NMHP and provide high end technical inputs for consideration of the Standing Committee on NMHP • Visit at least 4 centers funded under manpower development scheme selected at random/identified due to poor performance to monitor the progress of work. • Visit at least 4 districts

1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
<p>implementation of DMHP.</p> <ul style="list-style-type: none"> • Visit at least 4 centers funded under manpower development scheme selected at random/identified as per performance to monitor the progress of work. • Visit at least 4 districts selected at random/identified due to poor performance to monitor the DMHPs • Prepare and submit quarterly progress report for NMHP 	<p>of NMHP.</p> <ul style="list-style-type: none"> • Follow up utilization of funds released to states and institutes under different schemes of NMHP at regular interval. • Hold discussions with secretary CMHA and SMHAs regarding follow up on decisions taken in the respective meetings. • Coordinate implementation of WHO biennium activities by holding discussions with institutes and other stakeholders. 	<p>poor performance to monitor the DMHPs</p> <ul style="list-style-type: none"> • Provide high end technical comments on public health issues referred for examination by the programme division.. • Prepare and submit quarterly progress report for NMHP. • Follow up activities of GOI-WHO biennium plan. 	<p>selected at random/identified due to poor performance to monitor the DMHPs</p> <ul style="list-style-type: none"> • To assist in implementation of the monitoring strategy for NMHP • Provide high end technical comments on public health issues referred for examination by the programme division. • Prepare and submit quarterly progress report for NMHP.

Research Associate for National Mental Health Programme (NMHP)

Terms of reference for Research Associate under NMHP

Category: Technical

Qualifications/job requirements:

Essential:

Qualifications: a) MA/M.Phil. (Psychology/Social Work)

Desirable:

Experience of Working at National Level in health programmes, Excellent Communication skills, Working knowledge of operating Computer and modern communication equipments.

Experience in NMHP/ Public mental health experience, High motivation

Knowledge and skills:

- xiii. Capability to function collaboratively and productively in a multidisciplinary environment.
- xiv. Knowledge of mental health issues, policy and programmes in the country.
- xv. Knowledge of administrative structure and functioning in the govt. sector and role/functions of various departments/ministries.
- xvi. Excellent interpersonal and management skills with ability to work in a target-driven environment.
- xvii. Excellent command over MS-Office, internet and other common softwares.
- xviii. Good communication skills in English and Hindi, both written and verbal.

Perform expected skilled analytical tasks in mental health programme in Dte.G.H.S./Ministry under supervision of the programme division.

Job Description:

- To provide technical as well as management support to concerned technical units/departments for planning and implementation of National Mental Health Programme (NMHP)
- To assist in management of NMHP for effective implementation of the Program objectives.

- To co-ordinate in-house, National and Regional level meeting regarding NMHP as and when planned.
- To assist the officials dealing with NMHP with analytical and study inputs in areas of mental health.
- To coordinate preparation of IEC strategy, development of IEC materials, and monitor the IEC campaign for NMHP.
- To coordinate development of teaching/training materials for workshops/ training programmes.
- Collection and analysis of data on NMHP.
- To assist in report or paper writing in mental health on behalf of Dte.G.H.S./Ministry.
- To perform other skilled duties related to mental health as assigned by the programme managers and Consultants in DteGHS/MoHFW.

Remuneration: Between Rs.30,000/- P.M. Remuneration to be sourced from domestic programme funds.

Duration: Six months initially (for new appointment) extendible annually subject to satisfactory work performance and recommendations of the programme division/review committee.