**Terms of Reference**

**IV GRADE**

**for**

**Primary Health Centre, North Vanlaiphai**

**Background**

The Mizoram Health System 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, Primary Health Centre, North Vanlaiphai proposed to engage IV Grade for efficient execution of Internal Performance Agreement (IPA) and for the better functioning of the facility.

**Contract duration**: 6 months

**Objective**: To improve and strengthening the functioning and quality services of the Primary Health Centre and attain National Quality Assurance Certification.

**Scope of work**: The IV Grade will provide Routine IV Grade duty, give support for the NQAS Certification of the facility and be responsible for the establishing quality procedures, standards and specifications and involvement in all possible ways with the objective of getting National Quality Assurance Certification for the Primary Health Centre, North Vanlaiphai. He/She will be deployed in the facility on full time basis and responsible for the quality improvement. He/She will report to Medical Officer and will give good coordination with the other staff with respect.

**Job Responsibilities:**

1.Actively involve in quality improvement of the facility and attaining National Quality Assurance Certification for the Primary Health Centre, North Vanlaiphai.

2.Assissting in Casualty Services, Delivery, Night duty, Day Duty, In-patient, uniform maintenance,to actively participate in all necessary recording and reporting works assigned, to provide all standard aseptic precautions, to decontaminate, clean and disinfect instruments and all rooms as per guidelines provided, to follow the work ethic and rules of the facility and taking care of all the duties mentioned by higher authority.

3.Provide technical assistance for implementation of internal performance agreement in the Primary Health Centre.

4.Attending of meetings of Staff, QA Assessment, Kayakalp, etc and promptly assist the assessor.

5.Any other task assigned by the Medical Officer.

**Key Skills**:

1. Qualification(s): Class VIII and above.
2. Experience:
3. 1 year of experience in casualty department in well settled hospital/medical college will be added advantage.
4. Experience of working in the public sector will be added advantage.
5. Skills and Competencies:
6. Knowledge of Mizo
7. Effective communication skills, with demonstrated ability to talk and listen to people and built rapport with them.
8. Must not indulge in any form of intoxication with drugs and alcohol.
9. Age limit:

Upto 35 years as on date of advertisement with five years relaxation for reserved (SC/ST/OBC) category.

**Enoluments:**

Consolidated Pay of Rs 5000 only per month with 5% yearly increment annually from basic pay on extension of contract.

**Reporting:**

The appointed IV Grade will report to Medical Officer.

**Contract Term:**

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

**General information:**

Engagement of the IV Grade will be on full time basis.