



## **JOB DESCRIPTION : ESIC-HLFPPT KARNATAKA SANKALP PROJECT**

- 1. Job Title:** Coordinator Workplace
- 2. Name of Incumbent and Grade:**
- 3. Department:** ESIC-HLFPPT Karnataka SANKALP Project
- 4. Reports to – Manager** Workplace Intervention
- 5. Immediate Level Sub Ordinates:** Workplace coordinators
- 6. Objectives of the Job (summary of the position)**

The Coordinator- Workplace will be responsible to carryout all the project activities related to Nutrition, Lifestyle Diseases, Vector Borne diseases, HIV/AIDS and Reproductive and Child Health at workplace. The position is required to identify industries for implementation of workplace intervention in line with ILO guidelines.

### **7. Principal Duties and responsibilities**

<b>Area of Responsibility</b>	<b>Critical Tasks</b>
1. Mapping and Identification of Industries for workplace activities	<ul style="list-style-type: none"><li>● Identify the industries having access to health services at ESIC</li><li>● Assessment of industrial areas and suggest the suitability of activity in the respected area</li></ul>
2. Workplace Intervention	<ul style="list-style-type: none"><li>● As part of the project the workplace coordinator shall initiate workplace activities in the industries and educate the workforce on health services with special focus on RCH and HIV/AIDS trough the NGO partners.</li><li>● Encourage workforce through IEC and communication to increase the utilization of ESI services related to Nutrition, Lifestyle Diseases, Vector Borne diseases, STI&amp; HIV and Reproductive and Child Health.</li></ul>
3. Training at workplace	<ul style="list-style-type: none"><li>● The coordinator shall conduct sensitization training for Peer Educators and youth on Nutrition, Lifestyle Diseases, Vector Borne diseases, HIV / AIDS and other health issues</li></ul>
4. Coordination with other departments and partners	<ul style="list-style-type: none"><li>● Supply Chain management to ensure availability of IEC material</li><li>● The coordinator shall maintain cordial relation with Industries and medical team to ensure smooth functioning of the project</li></ul>

Area of Responsibility	Critical Tasks
	<ul style="list-style-type: none"> <li>• The position shall suggest the requirement of necessary IEC material and procure the same from communication division</li> </ul>
5. Monitoring and review	<ul style="list-style-type: none"> <li>• The coordinator workplace shall closely monitor the project and provide periodic feedback to the manager workplace intervention through the workplace officer.</li> </ul>

### **8. Authority Limits**

To provide support to workplace committee in implementing the action plan drawn up by the industries.

### **9. Reporting Requirements**

- (i) Weekly report to workplace officer
- (ii) Monthly Program Update
- (iii) Quarterly Report
- (iv) Annual Report.

### **10. Key Evaluation Parameters for Performance Appraisal**

- Support to workplace committee in developing and implementing the action plan
- No of PEs and Youth training programmes conducted
- Number of Industries covered with workplace activity
- No of industries adopting workplace policy

### **11. Qualification and work experience**

- Post graduate/graduate in management, social science or industrial management from reputed institution
- Previous experience of 3-5 years in project management and health programme
- Experience of working in health sector, especially in area of Nutrition, Lifestyle Diseases, Vector Borne diseases, RCH and HIV/AIDS.
- Should have good communication and interpersonal skills

### **12. Competency**

- Sound knowledge in Public health and ability to link it with Industrial workers and need for health services
- Self motivated Independence and initiative
- Good oral and written communication skills in English, Kannada
- Proficiency in computers.
- Excellent Knowledge of Nutrition, Lifestyle Diseases, Vector Borne diseases, Sexual/Reproductive Health

- High level of integrity
- Ability to cooperate with others and work in a participatory manner to achieve established goals

**13. Terms of employment:**

The position will be on contract for one year. The salary structure as budgeted in the proposal is Rs. 1, 89,048 per annum (CTC).

**Please Note: The interested candidates should send their detailed application along with CV within seven days after publication of this advertisement to:**

**Deputy Manager HR (Recruitment)**

Hindustan Latex Family Planning Promotion Trust  
B-14 A, Sector 62,  
NOIDA, UP – 201301

Or E-mail at [careers@hfppt.org](mailto:careers@hfppt.org) mentioning “**Application for the post of Coordinator Workplace- SANKALP Karnataka**” in the subject line of E-mail or on the top of the envelop if sent by post.