



We invite applications from eligible candidates for **Multiple Positions** for **Mobile Medical Unit (MMU) Project- Dantewara, Chattisgarh**. Following are the brief of job profiles:

Project Brief:

The project involves operationalizing one Mobile Medical Unit (MMU) in 18 villages of two districts of Chhattisgarh, namely Dantewada and Sukma. The MMU team comprises a doctor, a nurse and a paramedical staff, supported by a Community Outreach Officer. The MMU delivers Out Patient Department (OPD) services including free medicines, health screenings and counseling to rural population in the targeted villages. The project also involves community mobilization, organizing thematic health camps, organizing community meetings, advocacy meetings, creating linkages with government and private healthcare facilities for higher level care, monitoring and evaluation. The MMU-OPDs operates on ground for 20-22 days in a month.

JOB DESCRIPTION OF MULTIPLE POSITIONS

(1) **Job Title:** Project Coordinator

Location: Dantewara, Chattisgarh

Division: Technical Services Division

Reporting to: Head TSD

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn.

The Position:

The Project Coordinator (PC) is responsible for successful implementation and supervision of project activities. PC has a professional degree in Social Work/Rural Development or Social Science with a minimum of 3 years of experience in public health programs with strong project management and implementation skills. S/He possesses ability to manage a team for coordinated efforts and for ensuring timely completion of project activities. PC has good verbal and writing skills in English and analytical skills for project data compilation, analysis, interpretation and presentation. The PC will report to Head TSD. The MMU-OPDs operates on ground for 20-22 days in a month.

Key Roles & Responsibilities:

- Responsible for overall implementation of the project and managing its technical, operational, human resources and financial aspects including coordination with donor and other external stakeholders at the project area level
- Set up/run and maintain the project office in accordance with the requirement of the project
- Coordinate hiring of MMU and allied contracting activities
- Ensure compliance with government norms with respect to functioning of MMU
- Supervise procurement of office and MMU consumables and maintain of appropriate level of medicine stocks
- Coordinate baseline survey, project monitoring and endline evaluation
- Prepare MMU movement schedule and ensure effective implementation of all the project activities
- Prepare all reports and documentation related to the project, such as technical reports, MIS reports, financial reports, narrative reports, field observation and visit reports, collection and compilation of case studies and photographs, and process documentation of the project. Submit reports to PD for review and then submit the finalized reports to the donor at the project area level
- Conduct periodic project review meeting with donors and team members
- In coordination with external Communication Specialist, document good practices in the project for scaling up with support of existing and new donors

- Arrange resource persons and coordinate logistic arrangements such as venue and refreshments for participants during various trainings and events under the project.
- Serve as key project personnel for coordination with local team of the donor in the state
- Lead and manage team members for maximum results; ensure work plans are developed and monitored; ensure objectives and targets are achieved; identify problems or alternative courses of action to improve delivery of results
 - Coordination with various departments/institutions like Sub Centres, Primary Health Centres (PHCs), Community Health Centres (CHCs), PRI members, Health and other line departments, Village Health Sanitation and Nutrition Committees etc.
 - Serve as focal point of the MMU team with other divisions in HLFPPPT to: ensure timeliness and quality of partner reports, plan and carry out partner visits when necessary, promote dialogue and information exchanges as and when required.
 - Ensure the quality of project data being reported by the MMU Technical Team
 - Ensure maintenance of attendance register for all staff and handle all administrative issues related to the project.
 - Other tasks which may be assigned by the reporting manager from time to time.

Candidate Profile (Key Competencies & Skills):

- Post Graduation in Social work/ MPH/ MBA in rural development or related field with 3 years of experience
- Experience of working & implementing public health initiatives (preferably MMU) or other development sector initiatives
- Experience in project management
- Proficiency with computer applications such as Microsoft Word, Excel and PowerPoint
- Ability to work independently
- Ability to manage multiple competing priorities
- Excellent management and organizational skills

(2) Job Title: Community Outreach Officer

Location: Dantewara, Chattisgarh

Division: Technical Services Division

Reporting to: Project Coordinator

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn.

The Position:

The community outreach officer is responsible for successful implementation of field level activities and will report to project coordinator.

Key Roles & Responsibilities:

- Responsible for implementation of the project activities at the field level and coordination with other external stakeholders at the project area level
- Will support the MMU team in mobilizing the community for taking up the MMU services
- Will facilitate in compliance with government norms with respect to MMU operations
- Coordinate baseline survey and project monitoring
- Will support project coordinator in preparing MMU movement schedule and ensure effective implementation of all the project activities
- Prepare all reports and documentation related to the project, such as MIS reports, financial reports, narrative reports, field observation and visit reports, collection and compilation of case studies and photographs. Submit reports to the project coordinator
- Will coordinate with various departments/institutions like Sub Centres, Primary Health Centres (PHCs), Community Health Centres (CHCs), PRI members, Health and other line departments,

Village Health Sanitation and Nutrition Committees etc. They will also be present in these platforms and will coordinate for the project activities

- Other tasks which may be assigned by the PC from time to time

Candidate Profile: S/he must be graduate with a minimum of 1-3 years of experience in public health programs with good project coordination and implementation skills. S/he must have good verbal and communication skills in local dialect and Hindi.

(3) **Job Title:** Nurse/GNM

Location: Dantewara, Chattisgarh

Division: Technical Services Division

Reporting to: Project Coordinator

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn.

The Position:

GNM/Nurse is responsible for providing preventive, promotive and curative health care services through MMU in 18 villages. She will accompany the mobile van and will be responsible for providing counseling services to the community and other field level communication support to the program. She will also ensure participation of the community during health camps. She will maintain records of patient registrations, dispense medicines and provide health education.

Key Roles & Responsibilities:

- Support for effective functioning of MMU in the 18 villages in Dantewara and Sukma districts
- Ensure support and work in coordination with local community workers such as Anganwadi workers, ASHA workers for effective service delivery when the MMU is in the village.
- Under the supervision of the doctor rendering preventive, promotive and curative health care services.
- Responsible for taking individual and group sessions on reproductive health, HIV/AIDS, RTI/STI, safe sex, family planning methods, adolescent health
- Nurse shall also be responsible for orientation of Community Health Volunteers on counselling techniques and coordinate the outreach based BCC and psychosocial support activities.
- Nurse would be responsible for management of MMU especially record keeping, management of the patient flow,
- She will refer the patients to nearest health facility for secondary level treatment and follow up
- Will be responsible for maintaining the stocks of medicines and health care products, stock register and other relevant reports and documents.

Candidate Profile: H/She should have Bachelors' degree in Nursing/ GNM or a related field with good knowledge in health or hospitals.

(4) **Job Title:** Paramedical Staff

Location: Dantewara, Chattisgarh

Division: Technical Services Division

Reporting to: Project Coordinator & MO

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn.

Key Roles & Responsibilities:

- Responsible for all the relevant diagnostic tests.
- Maintaining all the medical equipments in good condition.

- Maintaining confidentiality of test results. Maintaining the lab tests records
- Support in screening of the patients. Visit the field for the diagnostic activities.
- Ensure the supply chain management of diagnostics related chemicals
- Responsible for ensuring infection control measures and bio medical waste management protocols.

Candidate Profile (Key Competencies & Skills):

- DMLT or a related field, it's equivalent with training certificate of Lab. Tech. A certificate holder recognized by board.
- A minimum 1-3 years of professional experience in health or hospitals or diagnostics Lab

(5) Job Title: Medical Officer (MO)

Location: Dantewara, Chattisgarh

Division: Technical Services Division

Reporting to: Project Coordinator & Head TSD

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn.

The Position:

The Medical Officer is responsible for providing preventive, promotive and curative health care through MMU in 18 villages of two districts of Chhattisgarh, namely Dantewada and Sukma. S/He possesses the ability to manage a technical team for coordinated efforts and for ensuring timely completion of project activities. The Medical officer is a team player and works closely with the Project Coordinator (PC) to accomplish the project activities.

Key Roles & Responsibilities:

- Coordinate development of route plan for the MMU
- Provide preventive, promotive and curative health care and referral services to patients during MMU-OPDs and thematic health camps
- Document and maintain health records of patients as per project requirement
- Utilize, supervise and manage stock of medicines, healthcare products and reagents for regular MMU services and thematic health camps
- Supervise safe disposal of biomedical wastes
- Liaise and interact with other medical, non-medical staff, govt. health department officials and community members and create and maintain positive image of the organization and donor for the services delivered
- Network with other medical professionals/ specialists in and around Dantewara and Sukma and solicit their support as and when need arises
- Encourage health literacy amongst the target audience
- Supervise functions and quality of services of the MMU technical team
- Provide regular need-based technical training to MMU team
- Committed to work in the area of Dantewara and Sukma

Candidate Profile: Medical Officer should has a professional degree (MBBS), registered with Medical Council of India, with a minimum of 1-2 years of experience (or a retired active MBBS doctor) with strong public health care skills.

Pls. Note: Candidates interested are requested to send their detailed CV mentioning position "<.....>" in the subject line of the E-Mail on or before December 17, 2014 at nrajput@hlfppt.org .