



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

JOB DESCRIPTION OF MULTIPLE POSITIONS

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

Location: Jaisalmer, Rajasthan

Division: Technical Services Division, HLFPPPT

Reporting to: Head TSD

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

Project Brief:

The project involves operationalizing Mobile Medical Unit (MMU) in 57 villages of Jaisalmer, Rajasthan. The MMU team comprises doctor, nurse and paramedical staff, supported by Project Coordinator, Block Level Coordinators and Village-level Community Health Volunteers. The MMU delivers OPD services including free medicines, health screenings and counseling to rural population in the targeted villages. The project also involves baseline surveys, 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.

About 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 the 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
- With the support of Block Coordinators and under the guidance of PD, identify, enroll, train and supervise Community Health Volunteers for each village
- 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 HLPPT 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 PD 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:** Block Level Coordinator- BLOC

Location: Jaisalmer, Rajasthan

Division: Technical Services Division, HLPPT

Reporting to: Project Coordinator

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

Project Brief:

The project involves operationalizing Mobile Medical Unit (MMU) in 57 villages of Jaisalmer, Rajasthan. The MMU team comprises doctor, nurse and paramedical staff, supported by Project Coordinator, Block Level Coordinators and Village-level Community Health Volunteers. The MMU delivers OPD services including free medicines, health screenings and counseling to rural population in the targeted villages. The project also involves baseline surveys, 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 Position:

The Block level Coordinator is responsible for successful implementation of field level activities and will report to project coordinator. The BLOC will have the responsibility of recruiting the Community health volunteers and orienting them on the project activities.

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
- With the guidance of Project Coordinator , identify, enroll and supervise Community Health Volunteers for each village
- 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 PD for review and then submit 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 Project Coordinator from time to time

(3) Job Title: Medical Officer (MO)

Location: Jaisalmer, Rajasthan

Division: Technical Services Division

Reporting to: Project Coordinator

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

Project Brief:

The project involves operationalizing Mobile Medical Unit (MMU) in 57 villages of Jaisalmer, Rajasthan. The MMU team comprises doctor, nurse and paramedical staff, supported by Project Coordinator, Block Level Coordinators and Village-level Community Health Volunteers. The MMU delivers OPD services including free medicines, health screenings and counseling to rural population in the targeted villages. The project also involves baseline surveys, 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.

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 Jaisalmer 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.

Candidate Profile:

The Medical Officer is responsible for providing preventive, promotive and curative health care through MMU in 57 villages of Jaisalmer. Medical Officer should have a professional degree (MBBS), registered with Medical Council of India, with a minimum of 2-3 years of experience (or a retired active MBBS doctor) with strong public health care skills. S/He possesses the ability to manage a technical team for coordinated efforts and for ensuring timely completion of project activities. Should be a team player and works closely with the Project Coordinator (PC) to accomplish the project activities. Medical Officer reports to the Project Coordinator.

(4) Job Title: Nurse/GNM

Location: Jaisalmer, Rajasthan

Division: Technical Services Division

Reporting to: Project Coordinator & Medical Officer

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

Project Brief:

The project involves operationalizing Mobile Medical Unit (MMU) in 57 villages of Jaisalmer, Rajasthan. The MMU team comprises doctor, nurse and paramedical staff, supported by Project Coordinator, Block Level Coordinators and Village-level Community Health Volunteers. The MMU delivers OPD services including free medicines, health screenings and counseling to rural population in the targeted villages. The project also involves baseline surveys, 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.

Key Roles & Responsibilities:

- (1) Support for effective functioning of MMU in the 57 villages
- (2) Ensure support and work in coordination with local community workers such as Anganwadi workers, ASHA workers for effective service delivery when the MMU in the village.
- (3) Under the supervision of the doctor rendering preventive, promotive and curative health care services.
- (4) Responsible for taking individual and group sessions on reproductive health, HIV/AIDS, RTI/STI, safe sex, family planning methods, adolescent health
- (5) Nurse shall also be responsible for orientation of Community Health Volunteers on counselling techniques and coordinate the outreach based BCC and psychosocial support activities.
- (6) Nurse would be responsible for management of MMU especially record keeping, management of the patient flow,
- (7) She will refer the patients to nearest health facility for secondary level treatment and follow up
- (8) Will be responsible for maintaining the stocks of medicines and health care products, stock register and other relevant reports and documents.

Candidate Profile:

GNM/Nurse is responsible for providing preventive, promotive and curative health care services through MMU in 57 villages. H/She should have Bachelors' degree in Nursing/ GNM or a related field with minimum 3 years of professional experience in health or hospitals. Good knowledge and understanding of Health Care/ Community Nursing. 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.

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

Location: Jaisalmer, Rajasthan

Division: Technical Services Division

Reporting to: Project Coordinator & MO

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

Project Brief:

The project involves operationalizing Mobile Medical Unit (MMU) in 57 villages of Jaisalmer, Rajasthan. The MMU team comprises doctor, nurse and paramedical staff, supported by Project Coordinator, Block Level Coordinators and Village-level Community Health Volunteers. The MMU delivers OPD services including free medicines, health screenings and counseling to rural population in the targeted villages. The project also involves baseline surveys, 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.

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 3 years of professional experience in health or hospitals or diagnostics Lab

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 12, 2014 at nrajput@hlfppt.org .