JOB DESCRIPTION : ESIC-HLFPPT KARNATAKA SANKALP PROJECT

1. Job Title: Manager Workplace

2. Name of Incumbent and Grade:

3. Department: ESIC-HLFPPT- Sankalp Project, Karnataka

4. Reports to Team Leader

5. Immediate Level Sub Ordinates:
Officer Workplace, officer integrated labs and info kiosks and officer Communication

6. Objectives of the Job (summary of the position)

The Manager- Work Place will be responsible to carryout all the project activities related to Malnutrition, Lifestyle diseases, Vector Borne Disease, STI&HIV/AIDS and Reproductive and Child Health at workplace. The position is required to identify industries which access health services at ESIC and coordinate with the employers and necessary authorities to conduct activities related to Malnutrition, Lifestyle diseases, Vector Borne Disease, STI, HIV and RCH at workplace.

7. Principal Duties and responsibilities

Area of Responsibility	Critical Tasks
1. Mapping and Identification of Industries for workplace activities	• Identify the industries having access to health services at ESIC • Assessment of industrial areas and suggest the suitability of activity in the respected area
2. Workplace Intervention	• As part of the project the workplace manager shall initiate workplace activities in the industries and educate the workforce on health services with special focus on Malnutrition, Lifestyle diseases, Vector Borne Disease, RCH and HIV/AIDS. • Design the suitable strategy for industries to have access to health awareness and education. • Encourage workforce through IEC and communication to increase the inpatient and people having access to Malnutrition, Lifestyle diseases, Vector Borne Disease and RCH services • As part of workplace intervention the manager shall conduct training for workforce on Malnutrition, Lifestyle diseases, Vector Borne Disease HIV/ AIDS and other health aspects

Area of Responsibility	Critical Tasks
3. Training at workplace	• The manager shall coordinate with training team to conduct sensitization training for senior and midlevel managers on Malnutrition, Lifestyle diseases, Vector Borne Disease HIV / AIDS and other health issues • The training for workforce shall be closely coordinated with training team and ensure ToT model for sustainability of knowledge
4. Coordination with other departments and partners	• Supply Chain management to ensure availability of IEC material • The manager shall maintain cordial relation with Industries and medical team to ensure smooth functioning of the project • The position shall suggest the requirement of necessary IEC material and enable development of the same
5. Monitoring and evaluation	• The manager shall closely monitor the project and provide periodic feedback to director mission • The manager shall make subsequent field visits for improvising implementation • Periodic evaluation for the project will be done to assess the progress of the work
6. Financial Management	• Develop project budgets as required for the operationalization of the Annual Implementation Plan pertaining to training and communication • Ensure compliance of financial procedures. • Review and monitor the progress and budget spent in different activities of the project.

8. Authority Limits

To oversea workplace and Information Kiosk and communication budget and provide necessary support to team leader in process of finalizing the expenditure.

9. Reporting Requirements

(i) Monthly Program Update.
(ii) Quarterly Report
(iii) Annual Report.

10. Key Evaluation Parameters for Performance Appraisal

- Staff Supervision and Management
- Monitoring system for NGOs implementation plan at workplace
- Expansion of services at workplace
- Number of Industries covered with workplace activity
- No of industries adopted workplace policy

11. Qualification and work experience

- Post graduate in management, social science or industrial management from reputed institution
- Previous experience of 5-7 years in project management and health programme
- Experience of working in health sector, especially in area of Malnutrition, Lifestyle diseases, Vector Borne Disease RCH and HIV/AIDS.
- The candidate should have good knowledge of public health and capacity to coordinate with multiple partners
- 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, Tamil, Telugu and Hindi would be an advantage.
- Proficiency in computers.
- Excellent Knowledge of Nutrition, Lifestyle diseases, Vector Borne Disease 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 for the position is in the range of Rs. 4,00,000 to 4, 80,000 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@hlfppt.org** mentioning **"Application for the post of Manager Workplace – Sankalp Karnataka"** in the subject line of E-mail or on the top of the envelop if sent by post.