



### Hindustan Latex Family Planning Promotion Trust (HLFPPT)

(An Entity of HLL Lifecare Limited, A Government of India Enterprises)

B-14A, 2<sup>nd</sup> Floor, Sector-62, Noida, U.P.-201301

HLFPPT, a wholly owned subsidiary of HLL Lifecare Limited (a Government of India enterprise), is implementing projects to enhance emergency response services on National Highways. These projects include strengthening Incident Management Systems with IT-enabled solutions, capacity building, quality assurance, and establishing a technical support unit.

The programs aim to provide effective supervision, monitoring, and assessment of existing infrastructure including IMS (ambulance, route patrol vehicle and crane), capacity building of IMS & toll plaza staff, and mapping of health facilities along National Highways.

We are looking for experienced professionals in various levels on **PAN India basis** for recruitment on **Contract** basis as per details given below:

Sl. No.	Project	Position	Type	Essential Qualification	Remuneration	Essential post qualification Experience as on 01.07.2024	Job Specification / Responsibilities	Specified Skill/Project Exposure Required	Location	Vacancies
1	TSU (Technical Support Unit)	Chief of Party	Contractual	Ph.D / Post-graduate qualification in Management / Public Health / SocialScience or equivalent	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 10-15 years of demonstrable experience in the relevant field.	Act as a primary liaison for the project with key stakeholders, Provide overall vision and leadership in all aspects of the project, overseeing program design, delivery, performance, compliance, and quality assurance, including relationship management with relevant stakeholders. Developing strategies and fostering partnerships with different stakeholders and to oversee the technical and administrative functions of the project. Responsibility for ensuring the quality and timeliness of all deliverables. Ensure reporting and feedback mechanisms and coordination with other domain experts of the TSU. Promote a cooperative working environment among the various disciplines and departments involved in projects.	Stakeholder engagement and liaisoning. Strong interpersonal and leadership skills. Strategy development, Planning and Implementation. Data driven analysis and Assessment. Decision making abilities	Delhi / NCR	1

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2	TSU (Technical Support Unit)	IT Expert	Contractual	M.Tech./ B.Tech. / MCA or equivalent qualification	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 3-8 years of technical experience, preferably in the healthcare sector	Provide technical assistance and supportive supervision for mobile application and IT platform. Developing strategies for mobile applications and IT platform. Develop new technology based innovative solutions and systems. Ensure the efficient implementation of IT solutions for robust monitoring and real time tracking. Maintain and implement standardized IT policies and procedures. Conduct IT audits, assessment and review reports. Ensure compliance with security and confidentiality standards. Involved in projects. Other task which may assigned by the reporting manager.	Good knowledge IT enabled monitoring and evaluation system.  Good Communication (verbal & written in English & Hindi).  Ability to maintain confidentiality.  Good Analytical and Problem-solving ability. Good presentation skills.	Delhi / NCR	1
3	TSU (Technical Support Unit)	Monitoring & Evaluation Specialist (M&E)	Contractual	Graduate / Post Graduate in public health, statistics, population studies or equivalent qualification	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 3-5 years of experience in M&E, preferably in public health domain.	Designing, monitoring and troubleshooting of reporting system. Provide analytical reports with data interpretation and generation of quantitative reports. Maintain, manage, compile and update all programmatic formats, tools, reports and data. Analyze, and report data on project outcomes and impact. Provide guidance on data quality and performance indicators. Conduct evaluations and assessments to improve program effectiveness. Collaborate with other stakeholders to share M&E findings. Contribute to the development of M&E-related policies and strategies. Any other task assigned by the reporting manager as & when required.	Computer Skills - MS-OFFICE (Advanced Excel, Word, Internet, Power Point), SPSS/STATA etc. Good Communication (verbal & written in English & Hindi).  Ability to maintain data confidentiality  Good Analytical & Problem solving ability Good presentation skills	Delhi / NCR	1

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4	TSU (Technical Support Unit)	Medical & Public Health Specialist	Contractual	MBBS / BDS / BAMS / PhD / Post-graduate qualification in Public Health or equivalent	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 5-10 years of Demonstrable experience.	Provide technical assistance to the team on health services. Support in development of SoPs for quality standards of emergency health services and project initiatives. Development of Public Health Contingency Plan / force majeure in coordination with various stakeholders. Undertake research studies, assessments and evaluations pertaining to IMS, and health services related components. Attend and participate in review meeting with Key Stakeholders. Provide guidance on maintaining quality standards and performance indicators. Conduct evaluations and assessments to improve program effectiveness. Any other task assigned by the reporting manager as & when required.	Stakeholder engagement and liaisoning. Strong interpersonal and leadership skills. Strategy development, Planning and Implementation. Data driven analysis and Assessment. Decision making abilities	Delhi / NCR	1
5	TSU (Technical Support Unit)	Capacity Building Specialist	Contractual	Post-graduate qualification in Management / Public Health / Science or equivalent	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 5-10 years of experience in public health domain	Provide technical support for the capacity building modules and protocols. Develop training programs and capacity-building initiatives involved in project. Ensure quality of the training programs are conducted. Asses the need for future capacity building initiatives (training, mentoring and cross learning). Use data-driven insights to make informed decisions, adjust strategies as needed and report on project performance. Attend and participate in review meeting with Key Stakeholders. Reporting and project review with multiple stakeholders Any other task assigned by the reporting manager as & when required.	Strategy development, Planning & implementation. Stakeholder engagement and liaisoning. Impact Assessment. Decision making abilities and taking responsibility for decisions. Strong Interpersonal & Leadership skills.	Delhi / NCR	1

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6	NHAI- TSU	Incidence Management & Communication Specialist	Contractual	Post-graduate qualification in Management / Public Health / Science or equivalent	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 5-10 years of experience in public health domain	<p>Provide technical assistance and supportive supervision for quality standards and compliances of IMS.</p> <p>Ensure that programs are executed according to established guidelines and timelines while monitoring progress and addressing any challenges that may arise. Coordination with key stakeholders for smooth project implementation.</p> <p>Use data-driven insights to make informed decisions, adjust strategies as needed and report on project performance to Cop. Regular project review meetings and ensure smooth operations/implementation.</p> <p>Ensure advocacy and communication strategy integrated into all aspects of programme and projects.</p> <p>Build and maintain relationships with public relations and key stakeholder.</p> <p>Attend and participate in review meeting with Key Stakeholders.</p> <p>Any other task assigned by the reporting manager as &amp; when required.</p>	<p>Strategy development, Planning &amp; implementation.</p> <p>Stakeholder engagement and liaisoning. Impact Assessment.</p> <p>Decision making abilities and taking responsibility for decisions.</p> <p>Strong Interpersonal &amp; Leadership skills.</p>	Delhi / NCR	1

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7	<b>TSU (Technical Support Unit)</b>	<b>Program Manager-IMS</b>	Contractual	Post-graduate qualification in Management/ Public Health/Social Sciences or equivalent	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 8 - 10 years of demonstrable experience of managing large scale projects preferably in public health domain.	Strategic leadership for project planning, implementation and monitoring. Ensure timely compliances with project requirement and expected level of achievements under the project. Oversee overall project implementation in alignment with budget planning, allocation and utilization across the project geography. Coordination with key stakeholders for smooth project implementation. Use data-driven insights to make informed decisions, adjust strategies as needed and report on project performance. Ensure availability of human resources as per project guidelines. Regular project review meetings and ensure smooth operations/implementation Other task which may assigned by the reporting manager.	Strategy development, Planning & implementation. Stakeholder engagement and liaisoning. Impact Assessment. Decision making abilities and taking responsibility for decisions. Strong Interpersonal & Leadership skills.	Delhi / NCR	1
8	<b>IMS/Capacity</b>	<b>Trainer</b>	Contractual	Post-Graduate / Graduate in Public Health / Social Work or other relevant fields	Salary will commensurate with experience of the candidate and past salary drawn	Experience in training and capacity building.	Conducting training sessions for IMS & toll plaza staff. Design and strategize innovate sessions for participatory engagement. Conduct pre and post assessments for the training. Attend all the subject specific queries during the session.	Good Interpersonal & Communication skills Ability to maintain confidentiality Working exposure in the aforesaid sector will be an added advantage.	Pan India Basis	Multiple

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9	<b>TSU (Technical Support Unit)</b>	<b>Program Manager – Capacity Building</b>	Contractual	Post-graduate qualification in Management / Public Health / Social Sciences or equivalent	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 8 - 10 years of demonstrable experience of managing large scale projects preferably in public health domain	Design and supervise capacity building and trainings and ensure a timely implementation of capacity building activities to achieve project goals. Coordinate and support in development of training modules, toolkits, training calendar, etc. Ensure timely compliances with project requirement and expected level of achievements under the project. Oversee overall project activities and ensure in alignment with budget planning, allocation and utilization across the project geography. Coordination with key stakeholders for smooth project implementation. Monitor and review progress on the implementation of capacity-building activities, including design of pre-post assessments, conducting reviews and progress of capacity-building activities. Ensure availability of human resources as per project guidelines.	Strategy development, Planning & implementation. Stakeholder engagement and liaisoning. Impact Assessment. Decision making abilities and taking responsibility for decisions. Strong Interpersonal & Leadership skills.	Delhi / NCR	1

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10	<b>TSU (Technical Support Unit)</b>	<b>Program Manager – Health Facility</b>	Contractual	Post-graduate qualification in Management / Public Health / Social Sciences or equivalent	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 8 - 10 years of demonstrable experience of managing large scale projects preferably in public health domain	<p>Strategic leadership for project planning, implementation and monitoring.</p> <p>Ensure timely compliances with project requirement and expected level of achievements under the project.</p> <p>Oversee overall project implementation in alignment with budget planning, allocation and utilization across the project geography.</p> <p>Coordination with key stakeholders for smooth project implementation.</p> <p>Use data-driven insights to make informed decisions, adjust strategies as needed and report on project performance.</p> <p>Ensure availability of human resources as per project guidelines. Regular project review meetings and ensure smooth operations / implementation</p> <p>Other task which may assigned by the reporting manager.</p>	<p>Strategy development, Planning &amp; implementation. Stakeholder engagement and liaisoning. Impact Assessment.</p> <p>Decision making abilities and taking responsibility for decisions. Strong Interpersonal &amp; Leadership skills.</p>	Delhi / NCR	1
11	<b>TSU (Technical Support Unit)</b>	<b>Program IT Manager - IMS</b>	Contractual	M.Tech / B.Tech / MCA or equivalent qualification	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 3-5 years of technical experience, preferably in the healthcare sector.	<p>Integration and development of IT platforms as per the project needs. Addition of new module for data collection and reporting in integrated MIS.</p> <p>Manage and maintain IT systems, tools, and platforms used for internal data collection, analysis, and reporting.</p> <p>Train staff on reporting tools and provide technical support.</p> <p>Provide technical support for information systems and technology infrastructure.</p> <p>Troubleshoot and resolve technology-related issues.</p> <p>Ensure data security and confidentiality.</p> <p>Assist in the selection and procurement of technology resources. Manage IT budget and expenses. Any other task assigned by the reporting manager as &amp; when required.</p>	<p>Strategy development, Planning &amp; implementation. Stakeholder engagement and liaisoning. Impact Assessment.</p> <p>Decision making abilities and taking responsibility for decisions. Strong Interpersonal &amp; Leadership skills.</p>	Delhi / NCR	1

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12	<b>TSU (Technical Support Unit)</b>	<b>Program IT Manager - Capacity Building</b>	Contractual	M.Tech / B.Tech / MCA or equivalent qualification	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 3-5 years of technical experience, preferably in the healthcare sector.	Integration and development of IT platforms as per the project needs. Addition of new module for data collection and reporting in integrated MIS. Manage and maintain IT systems, tools, and platforms used for internal data collection, analysis, and reporting. Train staff on reporting tools and provide technical support. Provide technical support for information systems and technology infrastructure. Troubleshoot and resolve technology-related issues. Ensure data security and confidentiality. Assist in the selection and procurement of technology resources. Manage IT budget and expenses. Any other task assigned by the reporting manager as & when required.	Strategy development, Planning & implementation. Stakeholder engagement and liaisoning. Impact Assessment. Decision making abilities and taking responsibility for decisions. Strong Interpersonal & Leadership skills.	Delhi / NCR	1
13	<b>TSU (Technical Support Unit)</b>	<b>Program Manager - (M&amp;E-IMS) Monitoring &amp; Evaluation</b>	Contractual	Graduate / Post Graduate in Public health, statistics, population studies or equivalent qualification	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 3-5 years of experience in M&E, preferably in the healthcare sector.	Design and implement the M&E framework for the project. Analyze, and report data on project outcomes and impact. Ensure compliance with project reporting requirements. Provide guidance on data quality and performance indicators. Conduct evaluations and assessments to improve program effectiveness. Collaborate with other stakeholders to share M&E findings. Contribute to the development of M&E-related policies and strategies. Any other task assigned by the reporting manager as & when required.	Strategy development, Planning & implementation. Stakeholder engagement and liaisoning. Impact Assessment. Decision making abilities and taking responsibility for decisions. Strong Interpersonal & Leadership skills.	Delhi / NCR	1



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14	<b>TSU (Technical Support Unit)</b>	<b>Program Manager - Monitoring &amp; Evaluation - Capacity Building</b>	Contractual	Graduate/Post Graduate in public health, statistics, population studies or equivalent qualification	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 3-5 years of experience in M&E, preferably in the healthcare sector.	Develop, review and implement a robust Monitoring, Evaluation & Learning framework and tools to facilitate measurement of progress. Ensure compliance of projects as per the guidelines. Provide guidance on data quality and performance indicators. Conduct evaluations and assessments to improve program effectiveness. Collaborate with other stakeholders to share M&E findings. Contribute to the development of M&E-related policies and strategies. Any other task assigned by the reporting manager as & when required.	Strategy development, Planning & implementation. Stakeholder engagement and liaisoning. Impact Assessment. Decision making abilities and taking responsibility for decisions. Strong Interpersonal & Leadership skills.	Delhi / NCR	1
15	<b>Finance &amp; Accounts</b>	<b>Finance Manager</b>	Contractual	M.com / MBA (Finance) or equivalent qualification	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 5 years of experience in the field of accounting, taxation, finance. Experience in healthcare or development sector will be added advantage	Assist in monitoring the project expenditures to ensure that program funds are utilized appropriately by the close of the reporting period. Review of monthly financial reports for project fund utilization. Assist in providing financial inputs for budget development, Management policies, travel, and other areas of administration. Prepare the annual Financial Statements for review by External auditors. Provide support in supervising programs budgets follow-up, including grant budgets using relevant reports to identify relevant / expected implementation discrepancies. Ensure properly maintaining accounting records; accurately process financial transactions; administer financial controls.	Strategy development, Planning & implementation. Stakeholder engagement and liaisoning. Impact Assessment. Decision making abilities and taking responsibility for decisions. Strong Interpersonal & Leadership skills.	Delhi / NCR	2

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16	<b>HR &amp; Admin</b>	<b>HR &amp; Admin Manager</b>	Contractual	MBA / BBA or equivalent qualification	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 3-5 years of relevant experience	<p>Ensure procurement compliance with legal and regulatory requirements of the project and organization. Review and draft legal documents and agreements.</p> <p>Monitor compliance with NHAH policies and guidelines.</p> <p>Lead HR activities, including recruitment, onboarding, training and performance management.</p> <p>Ensure compliance with HR policies and employment laws.</p> <p>Maintain employee records and HR documentation.</p> <p>Support performance management and staff development.</p> <p>Handle employee inquiries and assist with HR-related issues.</p> <p>Any other task assigned by the reporting manager as &amp; when required.</p>	<p>Strategy development, Planning &amp; implementation. Stakeholder engagement and liaisoning. Impact Assessment. Decision making abilities and taking responsibility for decisions. Strong Interpersonal &amp; Leadership skills.</p>	Delhi / NCR	2
17	<b>IMS/Capacity Building/Health Facility Mapping</b>	<b>Field Supervisor</b>	Contractual	Graduate / professional degree in Public Health / Social Work / Social Science or relevant fields	Salary will commensurate with experience of the candidate and past salary drawn	Minimum of 3 years of experience, preferably in public health programs.	<p>Oversee implementation of the project in the designated region, including human, financial and technical resources.</p> <p>Ensure that the assigned activities are fully accomplished, meet expected technical and management quality standards, and are delivered on schedule.</p> <p>Ensure that the project is implemented in accordance with the agreement and in line with Standard Operating Protocol and NHAH guidelines.</p> <p>Ensure that information, records and documentation necessary to monitor the project are maintained and are available at all times for inspection by the stakeholders.</p> <p>Attend and participate in review meetings</p> <p>Ensure that relevant data and records are maintained</p>	<p>Good Interpersonal &amp; Communication skills Ability to maintain confidentiality. Working exposure in the aforesaid sector will be an added advantage.</p>	Pan India Basis	Multiple

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18	<b>IMS / Capacity Building / Health Facility Mapping</b>	<b>Regional Project Officer</b>	Contractual	Graduate in any discipline	Salary will commensurate with experience of the candidate and past salary drawn	Minimum 2-3 years of experience with strong project management and Implementation skills	<p>Serve as regional point of contact in the designated region for the project. Responsible for implementation of the project and managing its technical, operational, human resources and financial aspects including coordination with stakeholders at the project area level.</p> <p>Ensure that the assigned activities are fully accomplished, meet expected technical and management quality standards, and are delivered on schedule</p> <p>Ensure compliance with NHAI norms with respect to project implementation.</p> <p>Coordinate for need assessment, project monitoring and evaluation</p> <p>Ensure that information, records and documentation necessary to monitor the project are maintained and are available at all times for inspection</p> <p>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</p> <p>Attend and participate in review meeting between HLPPT and stakeholders (RO level)</p> <p>Any other task assigned by the reporting manager as &amp; when required.</p>	<p>Good Interpersonal &amp; Communication skills</p> <p>Ability to maintain confidentiality</p> <p>Working exposure in the aforesaid sector will be an added advantage.</p>	<ol style="list-style-type: none"> <li>1. Vijayawada</li> <li>2. Guwahati</li> <li>3. Patna</li> <li>4. Nagpur</li> <li>5. Delhi</li> <li>6. Raipur (Chhattisgarh)</li> <li>7. Gandhinagar</li> <li>8. Shimla</li> <li>9. Jammu and Kashmir</li> <li>10. Ranchi</li> <li>11. Bengaluru</li> <li>12. Kerala</li> <li>13. MP (West) Bhopal</li> <li>14. Mumbai</li> <li>15. Odisha</li> <li>16. Chennai</li> <li>17. Chandigarh</li> <li>18. Jaipur</li> <li>19. MP (East) Jabalpur</li> <li>20. Madurai</li> <li>21. Hyderabad</li> <li>22. Uttar Pradesh, East (Varanasi)</li> <li>23. Dehradun (Uttarakhand)</li> <li>24. Uttar Pradesh, West (Lucknow)</li> <li>25. Kolkata</li> </ol>	Multiple

## GENERAL CONDITIONS:

- (i) Candidates selected against the specified discipline may be posted to other relevant discipline as and when required and viceversa. Postings will be across the Country/Overseas locations at the discretion of Management.
- (ii) Only Indian Nationals need apply.
- (iii) Appointment to the above-mentioned posts will be purely on Contract basis.
- (iv) Selected candidates during the period of his/her employment will be required to serve at any location/ office of HLPPT situated across India.
- (v) Depending on the requirement, the organization reserves the right to cancel /restrict/ curtail/ increase the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
- (vi) Candidates may be considered for a lower post in case they are found otherwise suitable depending on their qualification experience, present position and performance in interview.
- (vii) Only On-line mode of application will be accepted.
- (viii) Internal candidates will also be considered for selection on merit as per the criteria advertised.
- (ix) Mere conformity to the job requirements will not entitle a candidate to be called for interview. Instead, depending upon the quantum of response of applications, the Management may, if found necessary, prescribe a competitive written test / personal interview or both or raise the Standard of Specifications to restrict the number of candidates to be called for interview. Depending upon the suitability of the candidates during interview they can be offered lower position for which they have applied also.
- (x) Appointment of selected candidates is subject to verification of Character and Antecedents, from the concerned authorities as per the rules of the organization.
- (xi) The appointment of selected candidates will be subject to their medical fitness for such appointment based on Medical Examination as per the Directives of the organization.
- (xii) No correspondence will be entertained with the candidates not shortlisted for interview.
- (xiii) Incomplete application will be rejected and no correspondence in this regard will be entertained.
- (xiv) Any corrigendum / addendum / errata in respect of this advertisement shall be displayed only on HLPPT website [www.hlppt.org](http://www.hlppt.org) under the head of 'Join Us'. No further press advertisement will be issued. Hence prospective applicants are advised to visit HLPPT website for latest update with regard to this advertisement.
- (xv) Further, HLPPT reserves the right to cancel / restrict / enlarge / modify the recruitment / selection process of advertised post without any further notice or assigning any reasons whatsoever, if need so arises.
- (xvi) Applicants are advised to provide a valid e-mail ID in the applications and should be valid for a minimum of one year from the date of this advertisement.
- (xvii) Management reserves the right to call or not to call any / all of the candidates who have responded to this advertisement.

(xviii) Management will not be responsible for delayed receipt / non-receipt of On-line applications.

(xix) The decision of Management regarding selection will be final.

(xx) Court of jurisdiction for any dispute will be Gautam Buddha Nagar (UP).

(xxi) SELECTION PROCEDURE: Eligible candidates will be shortlisted based on initial scrutiny will be called for interview/Skill assessment test. Suitable communications in this regard will be sent to the candidates individually.

**Pls. Note: The interested candidates could apply by 05 August 2024 along with their detailed application and CV**

**\*Note: Internal candidates may apply through appropriate channel.**

**\*Candidates with lesser-experience (TSU) may be considered for other positions, subject to the availability of vacancy.**

**HR Department**

**HLLHLPPT**

**B-14 A, 2nd Floor, Sector 62,**

**NOIDA, UP – 201307**

or E-mail at [careers@hllhfppt.com](mailto:careers@hllhfppt.com) mentioning “Application for the post of \_\_\_\_\_” in the subject line of E-mail or on the top of the envelop if sent by post.