

TERMS OF REFERENCE : GENERAL MANAGER (T&SD)

Role Title : General Manager (T&SD)

Department : Training

Pay-scale : Rs 37400-67000, Grade Pay 8900

Age : Below 50 Years

Basic Qualification & Requirements:

General Manager (T&SD) should have:

- Bachelor in Medicine or Masters Degree in any discipline with minimum 15 years of experience in training need assessments, training module development, training programme management and delivery, training effectiveness evaluation with significant experience in project management in public health especially RCH & FP;
- Candidate having Master Degree in Social Work/ Rural Development/ Management/ Public Health would be given preference;
- Excellent team management, decision making, presentation and interpersonal skills including communication, networking and coordination and fluency in both English & Hindi;
- Demonstrated ability to work in a multi-disciplinary team environment;
- Ability to handle a variety of assignments under pressure of deadlines.

Desirable:

- Good knowledge of basic computers especially MS Office Suite (Word, Excel, PowerPoint, Access & Outlook).

Role Purpose:

- To direct, manage and control SIFPSA's training and skill development efforts and also help the organization achieve its objectives by leading the department in terms of project implementation.

Role & Responsibilities:

- Responsible for providing leadership and strategic guidance to Training & Skill Development related project/ activities;
- Strengthen training need assessment, training module development, training programme management and delivery and training effectiveness evaluation skills and capabilities;
- Head all project review meetings and ensure the attendance of all relevant functional heads and follow up on the decisions taken;
- Continuously monitor the departmental plans and targets and take corrective actions, if required;
- Maintain an awareness of developments in the field of training and skill development in public health to ensure that SIFPSA continues to compete effectively;
- Ensure timely implementation of training and skill development related projects/ activities and their assessment of progress against approved plans;
- Prepare training reports and ensure documentation of the key results/ lessons, experiences of the programmes and ensure that the programme reports captures the results of the programme being implemented;
- Monitor the departmental plans & targets and review situation on quarterly basis for informing to the higher officers for decision making;
- Develop and produce documents, reports and presentations according to the programme for internal programme needs and external dissemination;
- Conduct regular field visits to monitor the progress of various training programmes/activities and submit reports & suggest actions, required to fill the gaps;
- Provide advise and guidance to his subordinate on all aspects of training and skill development;
- Any other work assigned by the management from time to time.

TERMS OF REFERENCE : DY. GENERAL MANAGER (T&SD)

Role Title : Dy. General Manager (T&SD)

Department : Training

Pay-scale : Rs 37400-67000, Grade Pay 8700

Age : Below 45 Years

Basic Qualification & Requirements:

Dy. General Manager (T&SD) should have:

- Bachelor in Medicine or Masters Degree in any discipline with minimum 10 years of experience in training need assessments, training module development, training programme management and delivery, training effectiveness evaluation with significant experience in project management in public health especially RCH & FP;
- Candidate having Master Degree in Social Work/ Rural Development/ Management/ Public Health would be given preference;
- Excellent team management, decision making, presentation and interpersonal skills including communication, networking and coordination and fluency in both English & Hindi;
- Demonstrated ability to work in a multi-disciplinary team environment;
- Ability to handle a variety of assignments under pressure of deadlines

Desirable:

- Good knowledge of basic computers especially with MS Office Suite (Word, Excel, PowerPoint, Access & Outlook).

Role Purpose:

- Assist in directing, managing and controlling SIFPSA's training and skill development efforts and also help the organization achieve its objectives by leading and managing training and skill development related project management.

Role & Responsibilities:

- Lead the formulation of departmental targets. Strategies and budget and get these approved by higher management;
- Provide managerial leadership in project/activity planning;
- Responsible for successful and timely implementation and delivery of Training & Skill Development related project/activities and their assessment of progress against approved plans;
- Assist in strengthening of training need assessment, training module development, training programme management and delivery and training effectiveness evaluation skills and capabilities;
- Ensure preparation of training reports and documentation of the key results/ lessons, experiences of the programmes and ensure that the programme reports captures the results of the programme being implemented;
- Maintain an awareness of developments in the field of training and skill development in public health to ensure that SIFPSA continues to compete effectively;
- Continuously monitor the departmental plans and targets, keep higher management informed about the same and take corrective actions, if required;
- Monitor the departmental plans & targets and review situation on quarterly basis for informing to the higher officers for decision making;
- Conduct regular field visits to monitor the progress of various training programmes/activities and submit reports & suggest actions, required to fill the gaps;
- Provide advise and guidance to his subordinate on all aspects of training and skill development;
- Any other work assigned by the management from time to time.

TERMS OF REFERENCE : DY. GENERAL MANAGER (IEC)

Role Title : Dy. General Manager (IEC)

Department : Information, Education & Communication (IEC)

Pay scale : Rs 37400-67000, Grade Pay 8700

Age : Below 45 Years

Qualification & Experience:

Dy. General Manager (IEC) should have:

- Master degree in Mass Communication & Journalism/ Advertising/ Public Relation from a recognized university;
- Minimum 10 years of professional work experience in public health especially RCH & FP;
- Experience of development of publicity material, audio-video short film production & editing, script writing and communication & dissemination etc.;
- Excellent team building, decision making, presentation and interpersonal skills including communication, networking and coordination and fluency in both in English & Hindi;
- Demonstrated ability to work in a multi disciplinary team environment;
- Ability to handle a variety of assignments under pressure of deadlines

Desirable:

- Good knowledge of computer applications like MS Word, Excel, PowerPoint & Web surfing.

Role Purpose:

To direct, manage and control SIFPSA's efforts and also ensure to provide technical assistance and support such as content and material development, campaign designing, communication and dissemination etc. thereby helping organization to achieve its objectives in the area of IEC/BCC.

Role & Responsibilities:

- Lead the formation of departmental plans, targets, strategies, budget and get these approved by higher management.
- Provide managerial leadership and strategic guidance in project/activity planning;
- Responsible for successful implementation and delivery of IEC and BCC related projects/ activities;
- Head all project review meetings and ensure the attendance of all relevant functional heads and follow up the decisions taken;
- Act as a focal point of contact between IEC and BCC related project/activities and the higher management;
- Ensure documentation of conceptualizing and pilot testing innovative projects related to IEC and BCC in public health and develop a communication & advocacy strategy to meet the needs of the programme;
- Compile and collate existing health promotion/ IEC resource and develop a resource hub for IEC;
- Responsible for brand building and public relations activities for promoting public image of the organization – publicity material development, documentation of IEC activities, campaign designing, communication & dissemination, media management etc.;
- Excellent understanding of health schemes and programmes and should be able to work under tight deadlines;
- Responsible for writing program specific content, script writing for plays, appropriate slogan development for various health campaigns and understanding and interpreting various health scheme briefs;
- Advise on the appropriate mix of materials to be developed as per the specific request for the communication campaigns and creating prototypes/ artworks for the same;
- Review of existing IEC/BCC strategies, plans, messages, tools and materials;
- Responsible for high quality campaign designing, developing, deploying, websites and web applications;

- Interact closely with the programme and develop innovative ideas for health promotions in different settings;
- Coordinate with print and electronic media to organize press briefings and subsequently prepare and disseminate press releases;
- Assess and strategize digital assets and platform functions on given projects;
- Ensure development of creative graphics and content suitable for social media such as Face Book, You tube, Twitter etc.;
- Continuously monitor the project plans and targets in consultation with his seniors and take corrective actions, if required;
- Provide advice and guidance to the subordinates on all aspects of IEC/BCC;
- Any other work assigned by the management from time to time.

