

Terms of Reference Technical Officer (RBSK-DEIC)

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

Duties and Responsibilities

Under the direct supervision of MOHFW the Technical Officer (RBSK-DEIC) will be responsible for to support the National RBSK Unit in developing and strengthening District Early Intervention Centres in Districts of India. It is expected that the incumbent should have some understanding and/or prior experience in early intervention in discharging his/her duties. The details are as follows:

- **Technical Material Development:**

Support as team in the development of guidelines for DEIC. Provide inputs for development of technical materials, develop training packages and training tools. Support senior technical officer in accessing national and international expertise for development of training packages. Compile the training package for DEIC and ensure its publication and dissemination to States with appropriate orders and instructions.

- **Capacity Building:**

Lead the process of building capacity of DEIC staff in diagnosis and management of 4Ds. Identify training needs of all staff, plan roll out of training program, ensure quality check mechanisms in training, facilitate TOTs at National and State levels, follow up on training calendars, facilitate post training evaluations.

- **Monitoring and Evaluation:**

Provide inputs to the development of monitoring tools and systems for data capture. Provide inputs to the monitoring team for development of monitoring indicators. Ensure that DEIC data is being captured regularly and completely at all levels. Analyse and review data to provide feedback for program quality improvement. Prepare quarterly and annual reports to be submitted to GOI . Facilitate evaluation studies when required. Support DEICs in problem solving.

- **IEC:**

Support the Communication Team in developing and IEC strategy for the RBSK-DEIC. Develop appropriate IEC messages to spread awareness about the program in the community. Facilitate development of IEC materials and their utilization.

- **Documentation:**

Document the processes adopted for roll out of the DEIC aspect of this program. Document case studies on best practices in rolling out the scheme or other such initiatives in the State/UTs and ensure their dissemination.

- **Other Tasks:**

Actively support Senior Programme Officers and related team directly/ indirectly engaged in rolling out the programme. Perform any other related tasks consistent with the level of the post and/ or assigned by the Programme Officer, MOHFW and Director

Competencies

Functional Competencies:

- Competency and/or experience in early intervention – domain expertise, standardizing procedures and developing guidelines;
- Technical knowledge of new born and child health and development;
- Good knowledge of field systems and processes and challenges under RBSK especially District Early Intervention at District State and National Level.

Knowledge & Skills required:

- Proven ability and/or prior experience in early intervention
- Proven ability to conceptualize, innovate, plan and execute large scale training programs;

- Should be a good team player;
- Technical Document preparation, Report writing and documentation;

Required Skills and Experience

Education:

- Advanced degree/post graduate Diploma in Early Intervention and/or Developmental Paediatrics, Pediatric Physiotherapy, Neurodevelopmental Physical Therapy, Developmental Disability, **Rehabilitation Administration, Occupational Therapy.**

Experience:- Post Qualification

- Five (5) years of professional work experience at the State/National level in Early intervention development, monitoring & implementation of implementation of RBSK and Especially DEIC implementation initiatives;
- Screening & intervention for infants/children who have, or are at risk for, developmental delay and/or disability, and their families and communities
- Demonstrated experience in Early Intervention is Essential. Managerial and analytical skills in DEIC implementation will be an asset

Language:

- Proficiency in spoken and written English.

Age: Up to 50 years as on last date for receiving application.

Remuneration range: Between Rs. 90,000/- to Rs. 1,30,000/- per month.

Location: New Delhi.

How to Apply: Candidates are requested to download the **application form** attached with the ToR which is uploaded on the NHSRC website and email the duly filled application form to mohfw.recruitment@gmail.com **by 4 p.m. on 17-Oct-2017**. Application submitted in other format will not be accepted.