



## THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

Baba Gang Nath Marg, Munirka, New Delhi-110067

No.B.12028/2/2022-Admn.II

### VACANCY NOTICE

The National Institute of Health and Family Welfare (NIHFW) is an Autonomous / Apex Technical Institute funded by the Ministry of Health and Family Welfare for promoting Health and Family Welfare Programme in the country through Education & Training, Research & Evaluation, specialized services, consultancy and advisory service.

The National Cold Chain and Vaccine Management Resource Centre (NCCVMRC) placed in the NIHFW is the apex body for technical support on immunization supply chain to the Government of India. The centre was established in 2013 as a joint initiative of the Ministry of Health and Family Welfare (MoHFW), NIHFW and UNICEF.

It is proposed to engage 1 (One) Technical Officer (Monitoring & Equity Immunization) , 1(One) Technical Officer (Immunization Supply Chain), 1(One) Training Coordinator and 1 (One) Technical Officer (Research and Monitoring) on contractual basis at National Cold Chain and Vaccine Management Resource Centre under Universal Immunization Programme at the National Institute of Health and Family Welfare. The duration of the appointment will be initially for a period of three months. The contract may be curtailed or extended based on requirement and performance during the period:-

| S.No. | Name of the post                                     | No. of Post | Consolidated Salary Range in Rs.    |
|-------|--|-------------|-------------------------------------|
| 1.    | Technical Officer (Monitoring & Equity Immunization) | 1           | Rs.1,25,000/- p.m.                  |
| 2.    | Technical Officer (Immunization Supply Chain)        | 1           | Rs.1,30,000 to Rs.1,50,000/-p.m.    |
| 3.    | Training Coordinator                                 | 1           | Rs.1,00,000/- to Rs.1,30,000/- p.m. |
| 4.    | Technical Officer ( Research & Monitoring)           | 1           | Rs.90,000/- to Rs.1,50,000/- p.m.   |

- Name of the post:** Technical Officer (Monitoring & Equity Immunization)  
**No. of Post:** 1 (One)  
**Monthly remuneration:** Rs.1,25,000/- per month (depending on qualification & experience)  
**Desired Qualification:**

  - Post graduate degree or diploma in Community Medicine / Community Health Administration / Public Health / Health Management
  - Proven evidence of working experience in immunization / urban health / field epidemiology / tribal health domain for at least 2 years after post graduate degree and 4 years after post graduate diploma.

**Experience:**

  - Experience of working with the MoHFW and International agencies will be preferred.
  - Proven ability to work with diverse group of professionals

- Excellent oral and writing skills in English and Hindi
- Strong accounting, data, analytical and report writing skills
- Computer advanced literacy must.

**Job responsibilities: Addressing Equity issues in Immunization**

- Conceptualize and design a mechanism for addressing equity issues in Immunization Programme.
- Advanced skills in data analysis and in synthesizing information from across data sets.
- Support in development of an immunization strategy for tribal population including conceptualization, pilot implementation and monitoring.
- Support in developing an urban immunization strategy with a special focus on urban poor and marginalized population.
- Monitor and offer quality assurance through regular field visits in states and provide feedback.
- Analysis of immunization related data to track progress on RI related activities
- Monitoring of progress in implementation of various strategies to address the equity gap in immunization.
- The above work should be conducted in close coordination and support with state and local government officials and partners as relevant.

**Age limit:** Upto 45 yrs.

2. **Name of the post:** Technical Officer (Immunization Supply Chain)  
**No. of Post:** 1 (One)  
**Salary:** Rs. 1,30,000/- to Rs.1,50,000/- per month (depending on qualification & experience)

**Desired Qualification:**

MBA / MHA / MPH degree required

**Experience-**

- 8-10 years of post-qualification work experience with at least 3 years of national level experience in the UIP supply chain.
- Experience of working with the MoH&FW and International agencies will be preferred.

**Job responsibilities:**

- Follow up with states on all supply chain initiatives of the MoH&FW
- Ensure generation and follow up of the integrated dashboard for the immunization supply chain.
- Facilitate as the point person for the state and national EVM assessments and the EVM secretariat
- Monitoring the progress of the improvement plan implementation followed by the EVM assessment
- Ensure operational coordination of MoH&FW with States where eVIN has been handed over by UNDP
- Ensuring adoption of Good Storage Practices and Good distribution practices by states as per MoH&FW guidelines
- Facilitate eVIN scale up across all states
- Facilitate and coordinate new vaccine introduction and scale up
- Develop guidelines and SOPs as directed by the MoH&FW
- **Age limit:** Upto 45 yrs.

3. **Name of the post:** Training Coordinator:  
**No. of Post:** 1 (One)  
**Salary:** Rs.1,00,000/- to Rs.1,30,000/- p.m.or based on qualifications and experience.

**Qualification: Essential:**

Bachelor's degree in Mechanical / Electrical / Instrumentation / Electronics / Bio-medical / engineering from recognized University.

**Desirable:**

MBA (Human Resource Management), Good IT skills for data base management (MS Access, RDBMS, etc.) and MS Office.

**Experience: Essential:**

5+ yrs. experience in refrigeration and air conditioning sector.

**Desirable:**

Preference will be given to candidates with experience in training / skill development of refrigerator mechanics (experience in ITI institutes or diploma training institutes). Candidates with exposure to cold chain and vaccine management activities at state / national level will have an added advantage.

**Job responsibilities:**

The Training Coordinator will be in-charge of the NCCVMRC. He will be responsible for:

**A. Training needs assessment and preparation of training database**

- I. Assessment of training needs of cold chain technicians and cold chain officers in the states/districts
- II. Maintenance and updation of training data base of all cold chain technicians and cold chain officers, vaccine logistics managers, vaccine and cold chain handlers, etc.

**B. Preparation of training plans, implementation and monitoring**

- I. Preparation of training plans, methodology, manuals, kits, etc. for all trainings related to cold chain technicians and vaccine management
- II. Coordinate with Immunization Division /GMSDs and states for establishment of new cold chain training centres in different parts of the country.
- III. Preparation of training calendar in coordination with Dean of Studies, NIHFWS and Deputy Director, NCCTC, SHTO-Pune and other centres / institutes
- IV. Prepare budget for different training courses and coordinate with Immunization Division, Training Division, other agencies for training funds and ensuring preparation of accounts and submission of SOEs/UCs, etc.
- V. Ensure implementation of training calendar
- VI. Ensure availability of training material (repair tool kits, broken down equipments, gas cylinders, etc.) from GMSD/neighboring states/districts for training purposes
- VII. Preparation of training of trainers courses for different trainings
- VIII. Preparation and updation of pool of trainers for different training courses
- IX. Arrange for trainers from other training centres
- X. Coordinate with states for nominations for different trainings and follow up to ensure attendance in the trainings
- XI. Preparation of training reports and submission to Immunization Division, Training Division and funding agencies
- XII. Prepare training monitoring plans in the states and districts

**C. Monitoring and maintenance of NCCMIS**

- I. Ensuring monitoring of National Cold Chain Management Information System on behalf of the MoHFW and give feedback to the states/district and Immunization Division
- II. Ensuring smooth operation of NCCMIS software, server and resolution of software issues

**D. Monitoring and Evaluation**

- I. Undertake studies on cold chain point mapping, Effective Vaccine Management, Cold Chain Management, equipment performance, temperature monitoring studies, cost benefit analysis of different models of cold chain maintenance.
- II. Organize meetings in coordination with partners, public and private sector enterprises and academic institutions on Cold Chain Logistics management

**E. Knowledge Management**

- I. Prepare and document success stories, good practices and failures related to cold chain and vaccine logistics and disseminate in appropriate forum.

**F. Miscellaneous**

- I. Manage day to day activities of employees in the NCCVMRC
- II. Report to the Faculty-in-charge of NCCVMRC on daily basis
- III. Send monthly report to Director, NIHFW through Faculty-in-charge of NCCVMRC
- IV. Visit states / districts as per need for various activities related to above duties.

Age: 50 years

4. **Name of the post:** Technical Officer (Research and Monitoring)  
**No. of Post:** 1 (One)  
**Monthly remuneration:** Rs. 90,000/- to Rs.1,50,000/- per month (depending on qualification & experience)

**Desired Qualification:**

**Qualification-**

MBBS / BDS / BHMS/ BAMS Graduate / AYUSH Graduate / B.Sc.(Nursing) with Masters in Public Health or Community Health or Community Health Administration or Preventive & Social Medicine.

**Experience-**

- Minimum 5 years of relevant experience
- (Minimum 3 years for MBBS with Post graduation in Public Health) in RCH / Immunization related programmes.
- Preference will be given to candidates who have worked in RCH / Immunization programme at National Level.
- One paper published in health.

**Job responsibilities:**

- Ensure evidence based review of the supply chain in states
- Establish standard review and monitoring templates for states
- Scale up supportive supervision of immunization supply chain across states
- Facilitate and coordinate national level reviews of the immunization supply chain
- Analysis and feedback of monitoring data to states
- Develop guidelines and SOPs as directed by the MoH&FW
- Lead all operational research activities for NCCVMRC as directed by the MoH&FW

**Age limit:** Upto 45 yrs.

**The applications should reach NIHFW latest by 29/04/2022 up to 5.00 p.m.**

**Duration:** Appointment will be initially for a period of three months. The contract may be renewed based on requirement and performance during the period.

**Place of Duty:** National Cold Chain and Vaccine Management Resource Center (NCCVMRC) NIHFW, MOHFW, New Delhi.

**General Instructions:**

- Interested candidates may send their application in the prescribed format latest by **29/4/2022 up to 5.00 p.m.** to the Deputy Director (Admn.), The National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, NewDelhi-110067.
- Candidates working in Central Govt./State Govt./Autonomous Bodies/Universities/PSUs are requested to apply through proper channel.
- Applications must be submitted in the attached format only.
- Applications must be duly supported by self attested documents related to age, educational qualifications and experience etc.
- The candidates are required to submit their application with a subject "Application for the post of \_\_\_\_\_".
- Applications received in the format other than as attached and without supported documents will not be considered and shall be rejected summarily.
- The candidature of finally selected candidate's will be provisional and subject to verification of original documents.
- The NIHFW reserves the right to either fill up the posts, or not, without assigning any reason.
- The application and self-attested copies of certificates so submitted at the time of verification will not be returned to candidates.
- Candidates must ensure that he/she fulfils the requisite essential qualifications, experience and age etc. on the date of submission of filled application form.
- Without original certificates, the candidates will not be considered for appointment. In all cases the decision of this Institute shall be treated as final.
- Canvassing of any form will render candidate as disqualified.

**DIRECTOR (Addl. Charge)**



**The National Institute of Health & Family Welfare  
Baba Gang Nath Marg, Munirka, New Delhi-110067**

Recent  
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**"National Cold Chain & Vaccine Management Resource Centre (NCCVMRC)" Project**

1. Name of the position applied for : \_\_\_\_\_
2. Name of the candidate in full : \_\_\_\_\_(Hindi)  
\_\_\_\_\_ (English)
3. Father's Name : \_\_\_\_\_
4. (a) Address for correspondence : \_\_\_\_\_  
(b) Mobile phone No. : \_\_\_\_\_  
(c) Email address : \_\_\_\_\_
5. Permanent Address : \_\_\_\_\_
6. Date of birth and present age : \_\_\_\_\_  
(As on date of interview)
7. Whether belongs to SC/ST/OBC : \_\_\_\_\_  
/EWS/PWD (Please specify)

8. Educational Qualifications:

| Sr. No. | Qualification | Board / University | Year of passing | Max. Marks | Marks obtained | Percentage (%) |
|---------|---------------|--------------------|-----------------|------------|----------------|----------------|
|         |               |                    |                 |            |                |                |

9. Details of employment:

| Post held | Name of Deptt. / Organisation | From | To | Nature of duties performed |
|-----------|-------------------------------|------|----|----------------------------|
|           |                               |      |    |                            |

10. Any other relevant information: \_\_\_\_\_

11. Please link the self-attested copies of certificates in support of your educational qualification, experience, Date of Birth, Caste etc.

12. List of enclosures  
(i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_  
(iv) \_\_\_\_\_ (v) \_\_\_\_\_ (vi) \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the applicant  
Name: \_\_\_\_\_