

TERM OF REFERENCE (TOR)

Job title	: 4 th Grade staff
No of vacancies	:2
Classification	: Contract position
Place of posting	: District Hospital, Lawngtlai.
Reports to	: District Medical Superintendent, Lawngtlai.

Emoluments :

The gross remuneration budgeted for the position is Rs 8000/-PM for 3 months.

Background :

The Mizoram Health System Strengthening Project with financial and technical assistance from the World Bank aims to improve the management , quality, accessibility and delivery of health services in the state of Mizoram at various health facilities and units.

With funding from the MHSSP Office of the District Medical Superintendent ,Lawngtlai proposed to engage two 4th Grade staff for efficient execution of Internal Performance Agrrement (IPA).

Qualifications:

Desirable Class 8 passed.

Skills and competencies:

- A little knowledge of Mizo both written and oral.
- Effective communication skills, with demonstrated ability to talk and listen to hospital staffs , patient and build rapport with them.

JOB RESPONSIBILITIES: The staff will lead ward services such as catering, cleaning, equipment and supplies. The work can include:

- Talking to and reassuring patients
- Keeping the ward clean and tidy
- Serving and clearing away meals
- Preparing snacks and drinks
- Reporting faults
- Clerical tasks
- Assist patient transport
- Receiving visitors
- Cleans all areas of the hospital by performing routine cleaning of patient rooms, nursing units, offices, clinical areas, waiting areas, lobbies, lounges, restrooms, corridors and hospital surrounding.
- Utilize the appropriate chemicals and supplies according to procedure.

Contract Term :

The assignment is purely on contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government .Initially, the tenure will be for 3months at a time and may be extended based on availability of funds and satisfactory performance.

General Information

Engagement of the staff will be on full-time basis . Short listed candidates will be informed via email and phone call. Selection will be made on the basis of

- a) Interview
- b) Scrutiny of the original certificates

All selected candidates will be informed about the outcomes of the interview by email and phone call. The results will also be displayed in the website of the facility. The selected candidates need to report for joining within one week of announcement of results.

Eligible candidates interested in this position are requested to send their

- Written applications
- Self-Attested Class 8 marksheet
- Passport size photograph

to the Office of the District Medical Superintendent ,Lawngtlai in person .