

## **TERM OF REFERENCE (TOR)**

<b>Job title</b>	: Pharmacist.
<b>No of vacancies</b>	:1
<b>Classification</b>	: Contract position
<b>Place of posting</b>	: District Hospital, Lawngtlai.
<b>Reports to</b>	: District Medical Superintendent, Lawngtlai.

### **Emoluments :**

The gross remuneration budgeted for the position is Rs 15,000/-per month 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 1 Accountant cum Office Assistant for efficient execution of Internal Performance Agreement (IPA).

### **Qualifications:**

B.Pharm or above.

**Age limit:** Upto 35years of age.

### **Skills and competencies:**

- A good knowledge of Mizo and English both written and oral.
- Able to understand basic English either in oral or written.
- Effective communication skills.

### **JOB RESPONSIBILITIES:**

- Pharmacy record maintenance.
- Equipment and drugs stock maintenance and update.
- Indent of drugs as per required.
- Chain management of essential drugs through DVDMS.
- Drugs and Medical consumables management.
- Ensure availability of functional low-cost medicine store and procure of medicine from low-cost medicine providers.
- Any work assigned by the facility and IPA committee for the benefit of the Quality and IPA.

**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 3 months 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.

**LAST DATE FOR APPLICATIONS: 8<sup>th</sup> Aug., 2023**

Eligible candidates interested in this position are requested to send their

1. Self Attested Qualification Certificate.
2. Bio Data/Curriculum Vitae.
3. 2 Passport Size Photo.
4. Experience Certificate if applicable.
5. Any Computer Certificate.

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