

TERM OF REFERENCE (TOR)

Job title	: Office Assistant cum Accountant
No of vacancies	: 1
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 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.Com, M.Com, BBA, MBA

Experience:

Mandatory: 6 months of experience working in account/finance

Desirable: 1 year experience working in account/finance

Applicant must possess Diploma in Computer Application (DCA) or above.

Age limit: Upto 30years of age.

Skills and competencies:

- A good knowledge of Mizo and English both written and oral.
- Effective communication skills.

JOB RESPONSIBILITIES:

- Manage all accounting transaction and budget forecast of IPA account
- Assisting in hospital/office record maintenance.
- Assisting in all clerical work.
- 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: 26th July., 2024

Eligible candidates interested in this position are requested to send their

- Written applications
- Self-Attested Qualification Certificate
- DCA or above Computer Certificate
- 2 Passport size photographs
- Bio Data/CV
- Experience Certificate if applicable.

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