

## **JOB VACANCY**

2 (two) Nursing Officer are to be recruited on contractual basis for 6 (three) months at District Hospital Lawngtlai. Interested candidate may submit their written application as shown below to the undersigned on or before 5<sup>th</sup> August, 2024. Interview will be conducted on 6<sup>th</sup> August, 2024.

*Sd/-*  
(DR BEIPARYSA K)  
*i/c* District Medical Superintendent  
District Hospital: Lawngtlai

### **FORMAT FOR APPLICATION FORM**

Name :  
Age :  
Sex :  
Marital Status :  
Father's Name :  
Permanent Address :  
Date of Birth :  
Phone Number :  
Educational Qualification :  
Work experience :

Documents required (Xerox copy): For Office Assistant cum Accountant

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

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

<b>Job title</b>	: Nursing Officer
<b>No of vacancies</b>	: 2
<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 Rs18000/-PM for 6 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 nursing officer for efficient execution of Internal Performance Agreement (IPA).

### **Qualifications:**

Applicant must possess at least a diploma certificate of nursing GNM or above with Mizoram Nursing Council Registration Certificate.

### **Skills and competencies:**

- Knowledge of English and Mizo both written and oral.
- Effective communication skills, with demonstrated ability to talk and listen to patients and other health care personnel and build rapport with them.

### **JOB RESPONSIBILITIES**

- Provide sufficient assessment along with implementing nursing interventions and communication evaluation of patient status.
- Facilitate communication amongst the healthcare team as well as patient and family.
- Recording patient vital signs and medical information.
- Monitoring, reporting and recording symptoms or changes in patient conditions.
- Administer medication as ordered and monitoring them for side effects and reactions.
- Maintaining accurate, complete health care records and reports.
- Provide education to patients and families regarding treatment plans.

**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 .The tenure will be for 6 months duration .Initially, the tenure will be for 6 months at a time and may be extended based on availability of funds and satisfactory performance.

**General Information**

Engagement of the nursing officer 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 degrees and 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: 5<sup>th</sup> Aug, 2024.**

Eligible candidates interested in this position are requested to send their

- Written applications
  - Self-Attested Documents required
  - Passport size photographs
- to the Office of the District Medical Superintendent ,Lawngtlai in person .