



**THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE**  
**Baba Gang Nath Marg, Munirka, New Delhi-110067**

No.B.12028/7/2021-Admn.II

Dt: 11/2/2022

**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) NCCVMRC Coordinator & Team Lead 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.	NCCVMRC Coordinator & Team Lead	1	Rs.1,80,000/-p.m.

1. **Name of the post:** NCCVMRC Coordinator & Team Lead  
**No. of Post:** 1 (One)  
**Salary:** Rs.1,80,000/- per month  
**Educational Qualification:**

**Essential-**

MBBS with advanced degree / Post Graduate Diploma in Public Health / Community Medicine / Health Care Management / Hospital Management.

**Experience-**

- Minimum 8 years of post qualification work experience in managing public health programs, preferably immunization or vaccine cold chain industry.
- Experience in immunization program, managing team, managing trainings
- Fluent English, good IT skills, strong interpersonal relations, communication and team-work skills.

**Desirable-**

- Experience in developing proposals, budgeting and reporting.
- Experience in organizing technical seminars / conferences / workshops are desirable.
- Experience related social research, including development of research methodology and research / assessment tools.

## **Job responsibilities:-**

### **Tasks – Managerial Planning**

- Plan events with budget and schedule for various NCCVMRC activities (Training, course curriculum and content development, assessments, SCCOs' meeting, Consultant meeting with partners, National and state EVMs, publications, research activities and seminar-conference events).
- Plan annual, quarterly and monthly work plans for planned activities that define roles and responsibilities of NCCVMRC staff.
- Plan NCCMIS augmentation, training on revised MIS, field level implementation.

### **Coordination**

- Coordinate with states & immunization division, NCCRC, NIHFW as well as manufacturers, R&D labs academic institutions, and government agencies for assessments, training & facilitation, seminars and research, EVMs and consultation meetings.
- Coordinate with States and Immunization division to schedule & inform of the training events and nomination / participation of the trainees.
- Coordinate with pool of facilitators for facilitation of the training.

### **Monitoring and Evaluation**

- Monitor activities, financial and administrative progress, as per plans/ schedules.
- Monitor and assess quality of intervention (Training, assessment, consultation, EVM) methodology, process of data collection, validation and reports.
- Undertake impact assessment of training programs.
- Follow up / review of National and State Improvement plans and progress their-off.
- Monitor regular updation of NCCMIS / validation for sharing reports/ analysis with MoHFW and partners.
- Evaluate effective practices / examples in the field of immunization/vaccine management from the field for web / print publication.

### **Ongoing support**

- Supervision of staff in managing training centre activities, accounting, training calendar, and logistics for the training, facilitators, participants within assigned budgets.
- Reporting progress / participation in consultation meeting organized by immunization division, NCCRC, NIHFW and UNICEF / partners.

### **Tasks-Technical**

- Lead process to develop NCCVMRC strategic Plan with detailed interventions, activities and budgets.
- Develop methodology and tools for assessments/ reviews, research, analysis of NCCMIS data and EVM data validation and participate in these events.
- Assess quality, adequacy and relevance of training curriculum and course materials, to suggest changes/ improvement plan.
- Negotiate with various stakeholders, partners, manufacturers, academic institutions, for successful organization of national seminars / consultations / exhibitions at NCCVMRC or other places.
- Advice on inter-state exposure visits of staff and partners engaged with immunization program based on good examples / practices from the field.
- Support technical research (Cold Chain, Logistics, Health Technology, Training Methodology and associated research) and related publications, paper presentation at various forums/ events.

**Tasks- Others**

- Represent NCCVMRC at various forums, seminars & conferences to share good practices/ examples and technology.
- Any other task that may be assigned from time to time.

**Age limit:** Upto 45 yrs.

**The applications should reach NIHFW latest by 6<sup>th</sup> March, 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 **6<sup>th</sup> March, 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.
- **Those who had already applied for the post of NCCVMRC Co-ordinator & Team Lead vide Advertisement No. No.B.12028/7/2021-Admn.II dated 8/11/2021, need not to apply again.**
- 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 **"NCCVMRC Coordinator & Team Lead"**".
- 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 post, 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**



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

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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. Educational Qualifications:

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

8. Details of employment:

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

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

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

11. List of enclosures

(i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_

(iv) \_\_\_\_\_ (v) \_\_\_\_\_ (vi) \_\_\_\_\_

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

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