

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DIRECTOR OF HEALTH SERVICES (M.I)**  
**MEGHALAYA SHILLONG**

No. HSM/BT/MHSSP/2/12356

Dated Shillong the, 6-6-24

**ADVERTISEMENT**


Applications from citizens of India are urgently required for appointment on a contractual basis for filling up the following post as given below for the **Directorate of Health Services (MI), Meghalaya.**

S.No	Name of Post	No of Post	Remuneration (₹)	Essential Qualification and Experience	Age limit	Place of Posting
1.	IPA Manager	1	₹ 30,000 PM	Post-Graduate in Management/ Business Administration/ Health Management/ Public Health or any equivalent degree from an AICTE/ UGC – approved recognized university, with graduation in Commerce.	Upto 35 years as on 1 <sup>st</sup> Jan' 2024	Directorate of Health Service (MI)

Qualified and interested candidates can submit their applications electronically through **Google Form** (<https://ln.run/osfRG>) only on or before **10:00 A.M of the 21<sup>st</sup> June 2024**, with soft copies of their bio-data, certificates and job experience. The Terms of Reference for the above post can be downloaded from the Meghalaya Health website (<https://meghealth.gov.in/>). The applications of the candidates will be screened and intimated in due course. For any future information, candidates will be informed through their registered email-id.

**Terms and Conditions:**

1. All biodata and testimonials (incl. CV/Resume) are to be scanned and forwarded in a **single PDF file**.
2. The competent authority may relax the minimum years of experience if the number of candidates meeting the requirement is less.

  
(Dr. F. V. Kharshiing)  
Director Health Services (M.I)  
Meghalaya, Shillong

## **TERMS OF REFERENCE FOR IPA MANAGER UNDER DIRECTOR OF HEALTH SERVICES (MI)**

Title	:	IPA Manager
Duty Station	:	Shillong
No of Vacancies	:	1 (One)
Salary	:	INR 30,000 Per Month
Duration of Assignment	:	The duration of the assignment is for 12 months but extendable based on performance

### **SCOPE OF WORK:**

1. Facilitate the preparation and approval of budget/ action plans for the Directorate against funds received.
2. Implement the action plans for the Directorate including monitoring and evaluation of such activities.
3. Implement activities to achieve indicators in the results-based financing (RBF) program.
4. Driving day-to-day coordination amongst stakeholders, departments, facilities, directorates, and other entity during implementation.
5. Prepare reports and other documents related to the progress of indicators and performance of the directorate.
6. Coordinate with the funding agency for operational guidance and implementation.
7. Analyze reports, and data from various sources within the department to make informed decisions, identify major shortcomings, and problem areas to facilitate in steering the project successfully.
8. Provide necessary support in designing and implementations of MIS systems.
9. Administration work such as liaison with other departments in the Government of Meghalaya/ Head Offices/ Coordinators/ Directors
10. Documenting workflow processes and decision trees and create operational documentations/ standard operating procedures.
11. Any other responsibilities as and when assigned by the Director

### **ACADEMIC QUALIFICATION:**

1. Post-Graduate in Management/ Business Administration/ Health Management/ Public Health or any equivalent degree from an AICTE/ UGC – approved recognized university, with Graduation in Commerce.

### **EXPERIENCE AND COMPETENCIES:**

1. At least 2 years of experience in monitoring and evaluation, quantitative and qualitative analysis. Candidates with relevant experience in the Health Sector will be preferred.
2. Preference will be given to candidates with experience in the public health sector.
3. Good knowledge on MS Suite/ data analysis.
4. Good interpersonal and communication skills, both verbal and written