



State Health Authority, Gujarat

Advertisement for Recruitment of Professionals on Contractual basis

State Health Authority (SHA) is implementing the Ayushman Bharat Digital Mission (ABDM) in the State. SHA requires following Project Personnel on contract basis.

Sr. No.	Name of Cadre	Post
1	Project Manager-IT	1
2	Information Security Officer	1
3	HMIS Expert	2
4	Business Analyst	3
5	MIS/Data Analyst	1
6	Project Coordinators	6
7	Project Manager Coordination	1
8	IEC expert	1
9	Capacity Building Officer	2
10	Project Coordinators-Coordination	1
11	Grievance Redressal Expert	1
12	Public Policy Expert	1
13	Grievance Redressal Executive	3
14	Project Coordinator Admin & Support	1

● For above mention posts, only online application will be accepted, link of which will start from Dt. 25/01/2023 at 12 A.M. on website <https://arogyasathi.gujarat.gov.in> will be active up to Dt. 31/01/2023 at 11.59 P.M.

● Details related to the recruitment of posts (Eligibility, Qualification, Work experience, ToRs) is available on above mentioned website.

● Application received through post, speed post, registered post, courier, e-mail or application with incomplete details will not be considered.

● Candidate should apply only once for said post.

● Monthly Remuneration as per norms and commensuration with the experience and qualification.

Sd/-

Mission Director

National Health Mission, Gandhinagar

Terms of References and Common Criteria for all the positions

- **Age limit for all positions:** 21 years to 60 years.
- **Status of Employment:** Contractual basis
- **Allowances:** No other allowances are been prescribed by NHA in the guidelines. However, TA/DA may be provided as per prescribed rules/policies for the applicable tour and travel and any other allowances which may find suitable.
- **Leave:** Programme Management Unit human resources shall be eligible for 11 days Leave in a contract period on pro-rata basis and thereafter remuneration would be deducted on pro-rata basis. Un-availed leave in a contract period cannot be carried forward to next year.
- The continuous working on contractual assignment shall not confer any preferential right of claiming regularization / permanent absorption against the position.
- The contractual human resources shall be appointed after fulfilling the statutory requirements of antecedent verification, signing of “privacy agreement”, etc.
- The provisions regarding Income Tax / other taxes shall apply as per rules.

Sr. No. 1- Project Manager- IT 1 Position

Indicative Educational Qualifications and Professional Experience:

- BE/BTech and MBA,
OR
Post Graduate Diploma in Management,
OR
Master's in Public Health
With
Desired working experience*
- 2+ years of experience in a government project, preferably in social sector schemes/ missions, Well-versed in MS Office suite,

Desired Certifications

- PMP, PRINCE2 CSM, OR Agile Safe, OR PGMP/ITIL

***Desired Work Experience: 4 + years of experience**

Key Responsibilities:

- Determine and define project scope and objectives
- Develop and manage a detailed project schedule and work plan
- Responsible for end-to-end project deliveries for the given vertical (Scope, estimation, planning, UAT, implementation and production)
- Provide project updates on a consistent basis to various stakeholders both national and state level about strategy, adjustments, and progress
- Establish and maintain Project Management Standards.
- Develop Business Cases and perform Benefit Analysis.
- Any other responsibility as assigned by the management

Sr. No. 2- Information Security Officer- 1 Position

Indicative Educational Qualifications and Professional Experience:

- BE/B-Tech/MCA or equivalent degree from a recognized institute
- 5+ years of working experience in information security domain (of which at least 02 years of years of working on government (e-governance) assignments at national, state and district level).
- Demonstrated experience of working with Open-Source stack.

Key Responsibilities:

Assist in designing functional, technical, integration requirements for new / existing applications to meet security and privacy standards of ABDM. Review security frameworks and processes.

- Work closely with experts / advisors to deliver security / privacy outcomes that are in-line with NHA expectations.

Certificates: CISM/ CRISC/ ISO 270001 Lead Implementor

Sr. No. 3- HMIS Expert- 2 Position

Indicative Educational Qualifications and Professional Experience:

- BE/B-Tech or any engineering degree
Desired working experience*
- Preferably 2+ years of experience in a government project
- Proficient in MS Office suite

Key Responsibilities:

- Responsible for providing assistance in selection, design-elicitation, implementation, support, and organizing training for HMIS.
- Drive adoption of HMIS/EMR in the state.
- Vendor Contract management.
- Any other responsibility as assigned by the management

Sr. No. 4- Business Analyst-3 Position

Indicative Educational Qualifications and Professional Experience:

- BE/ B-Tech, Or MCA Or MBA/ Post Graduate Diploma in Management
- 3+ years working experience
- Proficient in MS Office suite
- Preference will be given to persons having experience of working in Health sector

Key Responsibilities:

- Work with industry leaders and clinicians and be part of the digital health care transformation journey
- Gather and document requirements and business processes (workflows) as they pertain to application of work principles and practices supporting digital health delivery
- Provide end-user training for each of the solutions under ABDM
- Knowledge of operations in the health care industry and a strong understanding of business processes.
- Work with teams and direct an organized work effort. Competent to work on analytic assignments.
- Work under deadlines and heavy workloads.
- Identify trends and produce forecasts.

Sr. No. 5- MIS/Data Analyst- 1 Position

Indicative Educational Qualifications and Professional Experience:

- BE/ B-Tech, Or MCA Or MBA/ Post Graduate Diploma in Management
- 3+ years working experience
- Proficient in MS Office suite
- Preference will be given to persons having experience of working in Health sector

Key Responsibilities:

- Documenting workflow processes and decision trees and create operational documentation.
- Writing the business requirement documentation including overall solution, data definition, process flows, interfaces, product configurations, support tools and processes, reports and other special considerations.
- Knowledge of EHRs and other healthcare information exchange platform
- Knowledge of healthcare regulatory mandates and reporting requirements.
- Understand clinical nonclinical relational databases and large clinical nonclinical data structures.
- Preparing reports and monitoring of dashboards.

Sr. No. 6- Project Coordinators- 6 Position

Indicative Educational Qualifications and Professional Experience:

- BE/ B-Tech, Or BCA/MCA Or MBA/ Post Graduate Diploma in Management Or Master's in Public Health from recognized institute
- 3+ years working experience in health care sector
- Proficient in MS Office suite
- Preference will be given to persons having experience of working in Health sector

Indicative roles and responsibilities:

- Project documentation, such as plans and reports.
- Monitoring and evaluation of project deliverables.
- Relationship management.
- Managing bottlenecks and escalating the same to the management.
- Handholding stakeholders.

Sr. No. 7- Project Manager- Coordination 1 Position

Indicative Educational Qualifications and Professional Experience:

- BE/BTech and MBA,
OR
Post Graduate Diploma in Management,
OR
Master's in Public Health
With
Desired working experience*
- 2+ years of experience in a government project, preferably in social sector schemes/ missions, Well-versed in MS Office suite,

Desired Certifications

- PMP, PRINCE2 CSM, OR Agile Safe, OR PGMP/ITIL

***Desired Work Experience: 4 + years of experience**

Key Responsibilities:

- Determine and define project scope and objectives
- Develop and manage a detailed project schedule and work plan
- Responsible for end-to-end project deliveries for the given vertical (Scope, estimation, planning, UAT, implementation and production)
- Provide project updates on a consistent basis to various stakeholders both national and state level about strategy, adjustments, and progress
- Establish and maintain Project Management Standards.
- Develop Business Cases and perform Benefit Analysis.
- Any other responsibility as assigned by the management

Sr. No. 8- Information, Education and Communication (IEC) Expert- 1 Position

Indicative Educational Qualifications and Professional Experience:

- Post Graduate degree or equivalent in Mass Communication/ Public relations/Journalism/Social Work/Development from AICTE recognized institute with desired work experience in conducting knowledge management activities and development of IEC strategy.
- Content writing, report writing, social media content management.
- Exposure in social sector schemes/missions of Government at national, state or district level.
- Preference will be given to persons having experience of working in Health sector.

Desired Work Experience: 4 + years of experience

Sr. No. 9- Capacity Building Officer- 2 Position

Indicative Educational Qualifications and Professional Experience:

- Master's Degree in Social Sciences, Statistics, Pedagogy, Psychology or Human Resources Management or MBA from AICTE recognized institute
- 6+ years of experience in capacity building, curriculum development including teaching materials, developing creative and pragmatic approaches to capacity support and institutional strengthening
- Have undertaken at least 2 projects in the above-mentioned areas.
- Preferably having exposure in social sector schemes/missions of government at national, state and district level.
- Preference will be given to persons having experience of working in Health sector.

Sr. No. 10- Project Coordinators- Coordination – 1 Position

Indicative Educational Qualifications and Professional Experience:

- BE/ B-Tech, Or BCA/MCA Or MBA/ Post Graduate Diploma in Management Or Master's in Public Health from recognized institute
- 3+ years working experience in health care sector
- Proficient in MS Office suite
- Preference will be given to persons having experience of working in Health sector

Indicative roles and responsibilities:

- Project documentation, such as plans and reports.
- Monitoring and evaluation of project deliverables.
- Relationship management.
- Managing bottlenecks and escalating the same to the management.
- Handholding stakeholders.

Sr. No. 11- Grievance Redressal Expert- 1 Position

Indicative Educational Qualifications and Professional Experience:

- BE/B-Tech/MCA/master's in public policy/public administration, BA-LLB, MBA (HR) from AICTE recognized institute with desired experience in Client Relationship Management, Incident Management, Customer Care
- Excellent communications skills.
- Exposure in social sector schemes/missions of government at national, state and district level.
- Preference will be given to persons having experience of working in Health sector.

Desired Work Experience: 4 + years of experience

Sr. No. 12- Policy Expert-1 Position

Indicative Educational Qualifications and Professional Experience:

- Master's in public policy/management/public administration, LLB/LLM from AICTE recognized institute
- 5+ years of experience in public policy management or consulting domain.
- Exposure in social sector schemes/missions of government at national, state and district level.
- Preference will be given to persons having experience of working in Health sector.

Sr. No. 13- Grievance Redressal Executive- 3 Position

Indicative Educational Qualifications and Professional Experience:

- Master's in public policy/public administration, LLB/LLM or MBA from AICTE recognized institute
- 4+ years of experience in Client Relationship Management, Incident Management, Customer Care.
- Excellent communications skills.
- Exposure in social sector schemes/missions of government at national, state and district level.
- Preference will be given to persons having experience of working in Health sector.

Sr. No. 14- Project Coordinators- Admin and Support – 1 Position

Indicative Educational Qualifications and Professional Experience:

- BE/ B-Tech, Or BCA/MCA Or MBA/ Post Graduate Diploma in Management Or Master's in Public Health from recognized institute
- 3+ years working experience in health care sector
- Proficient in MS Office suite
- Preference will be given to persons having experience of working in Health sector

Indicative roles and responsibilities:

- Project documentation, such as plans and reports.
- Monitoring and evaluation of project deliverables.
- Relationship management.
- Managing bottlenecks and escalating the same to the management.
- Handholding stakeholders.