

**Office of Deputy Commissioner, West Singhbhum,**  
**Jharkhand**

**(District Social Welfare Section)**

**Recruitment Notification**

The Deputy Commissioner, West Singhbhum, Jharkhand invites applications from eligible candidates for the post of "Anemia Mukh Bharat Fellow (AMBF)" purely on contractual basis, under Anemia Mukh Paschimi Singhbhum program envisaged by Niti Aayog & District Administration, West Singhbhum.

Application timeline: Interested candidates may submit their application form in a sealed envelope latest by 6<sup>th</sup> February, 2021 either by post, courier or by hand addressed to:

**"DISTRICT SOCIAL WELFARE DEPARTMENT, GROUND FLOOR, DISTRICT  
COLLECTORATE OFFICE, WEST SINGHBHUM-833201"**

Note: Please write "Application for the post of AMBF" on the top of the sealed envelope in capital letter.

**No. of Post: 01 (one)**

**Upper Age Limit: 35 years**

**Minimum Qualification Requirements:**

**Qualifications:**

Minimum Qualifications: Graduate degree in medicine/allied health/nutrition/development studies/social work.

Desirable: MBA/Post Graduation Diploma or Degree in Management/Post-Graduate Diploma in Health Management (PGD-HM)/Health Administration or Master's in Public Health (MPH)/Nutrition or Post Graduation Diploma in Rural Management or other related degree.

**Experience:**

At least two years of work experience/ internship in public health/nutrition projects and working with government, semi- government organizations or NGOs would be essential. Experience in similar program would be preferred. Candidates should possess experience working on MS word, excel and web-portals.

**Place of assignment:** District Collectorates of identified districts.

**Duration:** Initially the contract will be for a duration of eleven months. The duration is subject to modification as per requirements of the project and the contract may be renewed after completion of eleven months subject to satisfactory deliverable of services.

**Performance of the Consultant:** Consultant's performance will be assessed, and necessary inputs will be provided by District Collector at six months interval and at renewal of contract.

**Scope of Work:**

The scope of work of the AMBFs includes but not limited to the following:

1. Assists the District Collectors in planning and implementation to improve AMB indicators in the selected districts:
  - a) Understand the allocated districts' context, conduct gap assessment exercise with support from State Department of Health as and when required, and identify gaps in service delivery especially in terms of AMB implementation.
  - b) Provide support in implementing districts' plan of action (PoA) approved by Empowered Committee for ADP.
  - c) Bring in innovations in implementing the elements of PoA.
  - d) Organize relevant trainings for Warehouse Managers, Pharmacists, Medical Officers, Female Health Supervisors, Staff Nurses, Auxiliary Nurse Midwife (ANMs), Accredited Social Health Activist (ASHAs) and Anganwadi workers (AWWs) in the allocated districts.
2. Assists the District Collectors in monitoring the activities for AMB:
  - a) Prepare and provide monthly reports to the respective District Collector, Secretary State Health Department and NITI Aayog on the progress of project implementation.
  - b) Conduct routine visits to Village Health Sanitation and Nutrition Days (VHSNDs) and public health facilities to monitor availability of stock, counseling of beneficiaries on consumption of Iron-Folic Acid (IFA) tablets, and record maintenance etc.
  - c) Conduct routine visits to district and block warehouses to monitor availability of IFA stock.
  - d) Analyze districts' Health Management Information System (HMIS), AMB dashboard and Drug and Vaccine Distribution Management System (DVDMS); ensure coordination with in-charge of public health facilities to ensure accurate data is entered in HMIS, AMB dashboard and DVDMS; review and conduct field surveys to randomly verify the entered data.
3. Engage, coordinate and collaborate with departmental heads/nodal officers, district planning team for alignment with existing programs and convergence towards attainment of improved outcomes for Anemia.
4. Leverage technology to support data driven decision making and monthly follow ups.
5. Document district's challenges related to implementation and policy, and success stories from the district.
6. Coordinate and report to State Prabhari Officer and Program Management Unit (PMU)- Aspirational District Program at NITI Aayog, as and when required.
7. Provide any other technical support to District Collectorate with respect to implementation of Anemia prevention and management.

**Key deliverables:**

1. Organize joint forecasting exercise for stock of IFA, Iron sucrose injections and albendazole between district and state.
2. Prepare training status and organize workshops/trainings focused on identified skills for the various cadre in health systems for strengthening AMB.
3. Organize monthly review meetings for monitoring the performance of AMB and ADP approved projects and submit key discussion points.
4. Organize coordination meetings between Health, Women and Child Welfare Department and other relevant departments to ensure effective implementation of AMB and ADP approved projects.
5. Provide necessary support in translation and printing of various job-aids and IEC material relevant to AMB.
6. Submission of project status reports, as and when required.
7. Report on the decisions, outcomes, progress reporting on the activities undertaken between the aforesaid meetings etc., should be included in the monthly activity/progress report and submitted to district Collector, Secretary, State Department of Health, and PMU (ADP), NITI Aayog.

**Documents required to be submitted:**

1. Applicant details in the format prescribed in Annex-1

2. Latest Resume
3. Copy of valid identity proof
4. Copy of Pan card
5. Copy of degree certificate of Graduation/ Post Graduation
6. Experience Certificate/ Contract letter for currently working candidates.
7. Copy of Last three months Salary slip of current job or previous job.

Shortlisted candidates' final selection will be done via written test/presentation and interview. The candidates will be judged based on their educational qualification, previous experience and interview.

District Administration will not reimburse any expenses the candidate may have incurred during the entire selection process. The District Administration reserves the right to cancel the candidature of any applicant at any stage of the process and is not liable to furnish the reasons for the same.

**Remuneration:**

The Fellow will be given Rs.60000 per month for the first year and Rs.65000 per month for second year. TA/DA of Rs.2000 per month will be given for monitoring and travel expenses.

**Annex-1**

**Name:**

**Father's Name:**

**Address:**

**Email Id:**

**Phone number:**

**Email ID:**

**Date of birth & Age:**

**Academic qualification(s): Degree Name/Stream/College name/Year of passing.**

**Current Employer: Employer Name/Designation/Date of joining & end date/location**

**Cumulative years of full-work experience:**

**Development sectors worked in:**

**Level of English proficiency: Written & Spoken**

**Level of Hindi Proficiency: Written & Spoken**


**As per the order of the Deputy  
Commissioner**

**District Social Officer,  
West Singhbhum, Chaibasa**

ज्ञापांक 175/स0क0, दिनांक 28-1-2021

प्रतिलिपि :- जिला जन सम्पर्क पदाधिकारी, पश्चिमी सिंहभूम, चाईबासा को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित। अनुरोध है कि उक्त विज्ञापन को सभी स्थानीय समाचार पत्रों में प्रकाशित करेंगे।

प्रतिलिपि :- जिला सूचना विज्ञान पदाधिकारी (DIO), पश्चिमी सिंहभूम, चाईबासा को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित। अनुरोध है कि उक्त विज्ञापन के साथ नियम/शर्तों की विस्तृत जानकारी को [www.chaibasa.nic.in](http://www.chaibasa.nic.in) पर Upload कराना सुनिश्चित करेंगे।

  
28/1/21  
जिला समाज कल्याण पदाधिकारी  
पश्चिमी सिंहभूम, चाईबासा।