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## Terms of Reference: Consultant – Human Resource

### 1. POSITION TITLE-

Consultant – Human Resource

### 2. ABOUT GIZ

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a federal enterprise owned by the Government of Germany. GIZ in India has a team of over 300 staff. To address India's need for sustainable and inclusive growth, GIZ in collaboration with government institutions and other stakeholders focusses on the following areas of work:

- Sustainable Economic Development
- Renewable Energy and Energy Efficiency
- Environment and Climate Change

### 3. PROJECT BACKGROUND

The Indo-German Universal Health Coverage Programme (IGUHC) of Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH (Germany's enterprise for international cooperation) provides technical cooperation to the National Health Authority and the Ministry of Health & Family Welfare (MoHFW) to Ayushman Bharat Pradhan Mantri – Jan Aarogya Yojana (PM-JAY), which is the successor scheme of Rashtriya Swasthya Bima Yojana (RSBY), India's national health insurance scheme for the poor. PM-JAY will be one of the world's largest publicly funded health protection programmes, providing health insurance cover of Rs. 5 lakh/ family/ year for hospitalisation to more than 10.74 crore poor families across India.

National Health Authority (NHA) has been set up centrally to manage PM-JAY and at the state level it is being implemented by State Health Agency (SHAs), set up for this purpose. In order to enhance the capacities of the state implementing agencies to manage PM-JAY, MoHFW/NHA in partnership with GIZ, has initiated the 'Professional Programme for Health Protection'. The Programme will select, train and mentor consultants to be placed at the National Health Authority as well as the state governments to support the implementation of PM-JAY.

The team working at SHA is comprised of experts from IT, finance, Human resource, management, communications, social sciences and medical sciences. Based on the request of the State Government and agreement with the MoHFW/NHA, GIZ will provide services of such professionals to the NHA for an initial period of 6 months.

### 4. ROLES AND RESPONSIBILITIES

Consultant human resource will be responsible for providing support in further formalizing NHA its organizational structure and setting up various divisions, departments and processes, which would be the key to an optimal and effective organization. HR consultant will be supporting in matters related to the overall management and standardisation of processes, compliance of guidelines and overall support to state government for management of the HR in the SHAs.

## Specific tasks:

- To support NHA in preparing documents for HR management at the SHA level. Also, preparing relevant process documents for the HR recruitment process for the States.
- Reviewing the HR recruitment process being followed and providing guidance wherever necessary also providing guidance to the SHAs as and when such support is required.
- Formulating policy documents for HR recruitment and appraisals of the NHA personnel.
- Supporting NHA for the shortlisting, selection, trainings, development of key HR documents, which may include HR Policy, HR Manuals, Terms of Reference for various positions.
- Provide support to the designated officers at NHA on any relevant aspects as may be deemed necessary and warranted for meeting the key objectives as cited above.
- To undertake new initiatives and projects under PM-JAY related to management of Human resource and support the SHAs for the same .

## Documentation

- Prepare basic data reports of performance of the NHA in the management of Human resources and present them to the supervisor

## 5. EDUCATIONAL QUALIFICATION AND PROFESSIONAL EXPERIENCE

### Educational Qualification:

#### General Qualification (1.1.1)

- Post-graduation or higher qualification in field of Personnel/Human resource Management, or any other equivalent degree from a recognized university or institute. An additional qualification in Law would be an added advantage.
- 10-12 years of relevant post qualification professional experience in the field of HR; Proven human resource management skills including supporting, managing and monitoring of human resource in various agencies;

#### Specific Experience (1.1.2)

- 1-5 years of Experience of working with private health insurance scheme, or prior experience of working with government and development partners or hospitals as a HR manager

#### Language Skills (1.2.3)

- Excellent oral and written communication skills in English and Hindi.
- Excellent communication and presentation skills, sound comprehension, strong analytical and interpersonal abilities.

### Other Competencies

- Sound knowledge of the health sector and government health insurance schemes and their systems of the working.
- Analytical skills and strategic thinking. Ability to apply analysis for administrative and management purposes is essential.

- Demonstrated ability to work in a multi-disciplinary team.
- Knowledge of commonly used software packages like MS Word, Excel, Power Point;
- Ability to work under pressure and attend to any ad hoc functions as may be required;
- Self-driven and able to work with tight deadlines
- Ability to work independently when required.

## **6. DURATION OF CONTRACT**

The duration of the assignment is for maximum of 90 days over a period of 6 months from the date of signing the contract. Subjected to satisfactory performance of the candidate with NHA.

## **7. PLACE OF DUTY and NUMBER OF POSITIONS-**

Place of duty – National Health Authority, New Delhi.

Similar consultancy positions in other states may also come up in the future, same roster of applications will be used to identify suitable candidates.

Number of positions – 1 in NHA, New Delhi, (Number of positions may vary, it is only an indicative figure)

## **8. HOW TO APPLY-**

**Resume** - Please send your resume / detailed CV and cover letter to the email id – [iguhc@giz.de](mailto:iguhc@giz.de)

**Subject line** - Please mention in the subject line:

**Consultant Programme Management – <Name> – NHA**

**NOTE: Only Shortlisted candidates will be contacted for the further screening process**