

Terms of Reference

Consultant – Human Resource (HR)

Roles & Responsibilities

- Assist the state of Karnataka in being able to develop policies and skills needed for health human resource planning and development. This would include specific evidenced based participatory recommendations for professional and allied educational planning, the planning of pre-service and in-service programmes and the development of work force management issues and career paths for different categories of employees.
- Develop studies, protocols and undertake and guide studies when tounder needed stand issues of health human resource planning.
- Support the state in rapid expansion of the institutional capacities for health human resource development especially in nursing. Assist the state to develop strategies and institutional frame-works and financing strategies that would support such expansion.
- Support the state in piloting and scaling up innovations to address major human resource constraints for health.
- Preparing Terms of References / Job Advertisements / Tender Documents / SOPs / HR Policies, as and when needed.
- Undertaking recruitment of consultants for KSHSRC.
- Work on automated attendance system / HRMS software and generate reports as and when required.
- Finalizing Contract arrangement with recruitment agencies, as and when needed.
- Identifying different institutions / Trainers & organize trainings for KSHSRC
- Managing MIS / Trackers / Database / Dash Boards.
- Creating Forms & Format – as and when required.
- Conducting Reference Checks, Preparing Offer Letters & Contracts, Induction of Consultants.
- Undertake such other assignments, which may be assigned by the Executive Director, KSHSRC.

Eligibility and qualification

- MBA / PGDM in HR from a recognized university/institution with Minimum 02 years of post-qualification work experience in Recruitment & other HR functions.
- Working experience in Development Sector / Social Sector / NGO is desirable
- Knowledge of working on automated attendance system / any HRMIS software is desirable
- Knowledge and experience of governmental recruitment, documentation, filing process and procedure in Human Resource management is desirable.
- Computer skills with good knowledge of Microsoft Word, Excel, Power-point presentation.
- Good inter-personal and facilitation skills.
- Excellent oral and written communication skills in English and proficiency in Kannada.

Travel and subsistence

The job requires extensive travelling to the Districts/Talukas/Villages (Minimum of 10 working days in a month). All travels must be authorized in advance by Executive Director, KSHSRC. The Consultant shall be reimbursed for travel as per KSHSRC rules.

Age Limit: 50 years & below

Remuneration

- Consolidated consultancy fee of Rs. 57,750 per month.
- Contractual post - initially for 1 year: later continuation subject to the performance.

Reporting:

Will report to the Executive Director, Karnataka State Health System resource Centre (KSHSRC)

Application procedure: Eligible candidates may please apply by email to **hrkshsrc@gmail com** or by post to The Executive Director, Karnataka State Health System Resource Centre, SIHFW campus. Magadi road, Bangalore - 560 023. Please mention the post applied for in the Subject line. Last date for receiving applications **at 5.30pm on 27.12.2017.**
