



# Meghalaya Health Systems Strengthening Project

## Government of Meghalaya



No. DHS/H-3/MHSSP/Hiring/2022-23 (LVI)

Dated: 20.05.2023

### 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 **Meghalaya Health Systems Strengthening Project (MHSSP), Meghalaya.**

Sl. no	Name of Post	No of Post	Remuneration	Essential Qualification and Experience	Place of Posting
			(INR)		
1	Health Infrastructure Management Consultant (HIMC)	1	Starting INR 1,00,000/- may increase as per experience	A Civil Engineer with an MBA in either Project Management/Construction Management with a minimum of 12 years of experience or a Post Graduate in Civil Engineering with a minimum of 15 years of experience in overall construction management including site execution, quantity surveying, billing, planning, scheduling, quality assurance & Quality Control.	Shillong
2	Health Engineering Manager (HEM-1)	1	Starting INR 60,000/- may increase as per experience	A PG in Structural Engineering with a minimum of 7 years of experience in designing structural drawings, site supervision & execution, quantity surveying, billing, planning, scheduling, quality assurance & Quality Control. Experience in Staad Pro or similar software is mandatory.	Shillong
3	Health Engineering Manager (HEM-2)	1	Starting INR 60,000/- may increase as per experience	A Civil Engineering with a minimum of 10 years of experience in site supervision & execution, quantity surveying, billing, planning, scheduling, quality assurance & Quality Control.	Shillong
4	Health Architect	1	Starting INR 60,000/- may increase as per experience	A CoA (Council of Architecture) registered Architecture Graduate with a minimum of 5 years of experience in Hospital planning and designing. Experience in the Health Sector is a must. Proficiency in Revit for architecture preferred	Shillong
5	Draftsman	1	Starting INR 35,000/- may increase as per experience	Diploma in Civil Engineering/ Architecture with 5 years of experience in engineering drafting of buildings in AutoCAD. Adequate proficiency in Computer Aided Drafting (Auto CAD) is essential.	Shillong

Qualified and interested candidates can submit their applications electronically through **Google Form** (Link below) only on or before **4:00pm of 3<sup>rd</sup> June 2023**, with soft copies of their bio-data, certificates, and job experience. The Terms of Reference for the above post can be downloaded from the MHSSP website under Recruitment (<https://meghssp.org>).



**Meghalaya Health Systems Strengthening Project**  
Dept. of Health & Family Welfare, Government of Meghalaya

Red Hill Road, Upper New Colony, Shillong 793003, Meghalaya



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# Meghalaya Health Systems Strengthening Project

## Government of Meghalaya



The applications of the candidates will be screened and intimated in due course. For any future information updates, candidates are to check our website from time to time.

### 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
3. All applicants are required to fill the Google form via <https://tinyurl.com/MHSSP-HIC>

Sd/-

Ramkumar S, IAS

Project Director, MHSSP

The document is digitally approved. Hence signature is not needed.



**Meghalaya Health Systems Strengthening Project**  
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Red Hill Road, Upper New Colony, Shillong 793003, Meghalaya

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TERMS OF REFERENCE FOR THE POST OF HEALTH INFRASTRUCTURE  
MANAGEMENT CONSULTANT, HEALTH ENGINEERING MANAGER, HEALTH  
ARCHITECT AND DRAFTSMAN UNDER THE MEGHALAYA HEALTH SYSTEMS  
STRENGTHENING (MHSS) PROJECT

## **Introduction to the Project**

Meghalaya, a small state in the North East India, carved out of Assam in 1972, has a Legislative Assembly and three autonomous Hill Councils, covering all 11 districts. With a population of 3 million (2011), the state is on average poorer than rest of India, but more equitable, as only 12 percent of the population live below the national poverty line in comparison to 22 percent at the national level (2011-12). The state is predominantly rural (80 percent), with a hilly terrain, rapid urbanization and poor connectivity. With 86 percent of the population categorized as Scheduled Tribe, Meghalaya's main ethnic communities are the Khasis, the Garos and the Jaintias. The complexities in the governance structures provide unique challenges to social and health outcomes, that need local solutions. The Government of Meghalaya is committed to improving the health status of its citizens. Despite considerable challenges, the state has shown progress in various health indicators over the last decades. To further accelerate the progress, the Department of Health and Family Welfare (DoHFW), Government of Meghalaya with technical and financial support from the World Bank, is implementing 'Meghalaya Health Systems Strengthening Project' (MHSSP) in the state. The MHSSP intends to improve accountability, quality and utilization of health services in Meghalaya, especially among public facilities at the primary health center (PHC), community health center (CHC) and district hospital levels. In order to achieve its objectives, the MHSSP will over the next five years adopt a system approach to combine results-based financing and input-based financing with the aim of achieving enhanced performance management in the public sector.

The project activities are structured across 4 broad areas, while the first three address different parts of the project development objective (Accountability, Quality and Utilization), the fourth area is related to Contingent Emergency Response Component. The details are as under:

Area 1: Improve accountability and strengthen governance through Internal performance agreements: This will support the creation of an enabling environment for reforms at each level (state, district and sub-district), enhance performance of the DoHFW and its subsidiaries, and improve efficiency of the public health administration.

Area 2: Strengthen Systems to Sustain Quality of health service: This will focus on improving the quality of care through a comprehensive quality assurance for health service; augmenting systems related to human resource management, bio-medical waste management, procurement and supply chain, and project management capacity.

Area 3: Increase coverage and utilization of quality health services: This will mainly focus on increasing the coverage of the state health insurance program, pilot for strengthening primary care response through the Health and Wellness Centers, strengthening community interventions and engagement.

Area 4: Contingent Emergency Response Component: A mechanism for provision of immediate response to an Eligible Crisis or Emergency, as needed.

## **TERMS OF REFERENCE**

Job Title	Health Infrastructure Management Consultant (HIMC)
No. of Positions	1 (one)
Duty Station	Shillong
Organisation	Meghalaya Health Systems Strengthening Project (MHSSP)
Nature of Job	Purely Contractual Basis
Duration	3 years subject to satisfactory performance appraisal on an annual basis
Qualifications	A Civil Engineer Graduate with an MBA in either Project Management/Construction Management with a minimum of 12 years of experience or a Post Graduate in Civil Engineering with a minimum of 15 years of experience in overall construction management including site execution, quantity surveying, billing, planning, scheduling, quality assurance & Quality Control. Experience in any State Government /Central Government /Semi-Government Bodies /PSUs/ large private organization shall be preferred
Salary	Scale 1: INR 1,00,000 to INR 2,00,000 [Varies as per experience and qualifications]

### **Key Job Responsibilities:**

1. Lead the Health Infrastructure Cell and assist them in day-to-day activities of all civil works under the Health & Family Welfare Department. The incumbent will be the “single point” responsible person related to Project execution and management and shall report to the Project Director, MHSSP.
2. Monitor and ensure the project deliverables are completed successfully on or before the deadline. Timely updating the management about critical risk issues & suggest mitigation measures.
3. Monitor and supervise all civil works under all health facilities under the Dept of Health and Family Welfare which include DHs, CHCs, PHCs, SCs, Dispensaries, etc. from all sources of funds.
4. Implementing Government policies and other policies related to construction.
5. Planning and implementation of construction projects to ensure they are completed on time and within the allotted Budget.
6. Overseeing various technical activities of civil works under the Health & Family Welfare, Government of Meghalaya adherence to the timelines and making necessary adjustments in order to ensure the successful completion of all construction projects.
7. Planning and designating project resources, preparing budgets, monitoring progress and keeping all the stakeholders informed throughout.
8. Maintain construction schedule and adherence according to schedule. He/ She will distribute duties among staff. Review the monthly & weekly task schedule.

9. Maintaining the overall quality of a construction project and ensuring the work is done per standard construction procedures.
10. Evaluate reports of the Site Engineers and address contractual requirements related to scope, timelines and cost.
11. Timely review of risk issues, participate in key risk management discussions and suggest best practices to be adopted.
12. Assist in developing & implementing best project management practices & ensure control management mechanism processes are put in place.
13. Assist the team in prioritizing the technical issues and analyzing the root cause whenever necessary and also provide the best technical solution wherever the need arises.
14. Participate in Technical Bid Evaluation of all Contracts related to Civil Works under the Health & Family Welfare Department.
15. Set up procedures and processes for monitoring and tracking engineering-related documentation throughout the project lifecycle.
16. Prepare and deliver various construction-related presentations, both internally and externally as and when required.
17. Any other duties assigned by Project Director, MHSSP.

## TERMS OF REFERENCE

Job Title	Health Engineering Manager (HEM)
No. of Positions	1 (one)
Duty Station	Shillong
Organization	Meghalaya Health Systems Strengthening Project (MHSSP)
Nature of Job	Purely Contractual Basis
Duration	3 years subject to satisfactory performance appraised on an annual basis
Qualifications	A PG in Structural Engineering with a minimum of 7 years of experience in designing structural drawings, site supervision & execution, quantity surveying, billing, planning, scheduling, quality assurance & Quality Control. Experience in Staad Pro or similar software is mandatory.
Salary	Scale 3: INR 60,000 to INR 73,500 [Varies as per experience and qualifications]

### **Key Job Responsibilities:**

1. Review the day-to-day activities related to civil engineering scope in coordination.
2. To ensure all structural drawings meets the Indian standards of safety and are economically sound.
3. Undertake a gap analysis and review the progress of the Civil / Structural / MEP works for compliance with schedule and quality.
4. Attend coordination meetings.
5. Undertake planning, coordination, supervision and monitoring of technical aspects of construction projects.
6. Identify and solve technical issues, providing advice, management and preparing reports.
7. Check the mark out of the site, make sure designs are applied correctly and liaise with contractors.
8. Monitor site activities to ensure construction is progressing according to approved drawings, planned schedules and budgets.
9. Check plans, drawings and quantities for accuracy of calculations;
10. Ensuring that all materials used and work performed are as per specifications;
11. Lead quality control matters on site
12. Any other duties assigned by Project Director, MHSSP or the Project Manager.

## **TERMS OF REFERENCE**

Job Title	Health Engineering Manager (HEM)
No. of Positions	1 (one)
Duty Station	Shillong
Organisation	Meghalaya Health Systems Strengthening Project (MHSSP)
Nature of Job	Purely Contractual Basis
Duration	3 years subject to satisfactory performance appraised on an annual basis
Qualifications	A Civil Engineering Graduate with a minimum of 10 years of experience in site supervision & execution, quantity surveying, billing, planning, scheduling, quality assurance & Quality Control.
Salary	Scale 3: INR 60,000 to INR 73,500 [Varies as per experience and qualifications]

### **Key Job Responsibilities:**

1. Review the day-to-day activities related to civil engineering scope in coordination.
  2. To ensure that any Estimates and BOQ preparation for any type of work is fit for the purpose.
  3. Undertake a gap analysis and review the progress of the Civil / Structural / MEP works for compliance with schedule and quality.
  4. Attend coordination meetings.
  5. Undertake planning, coordination, supervision and monitoring of technical aspects of construction projects.
  6. Identify and solve technical issues, providing advice, management and preparing reports.
  7. Check the mark out of the site, make sure designs are applied correctly and liaise with contractors.
  8. Monitor site activities to ensure construction is progressing according to approved drawings, planned schedules and budgets.
  9. Check plans, drawings and quantities for accuracy of calculations;
  10. Ensuring that all materials used and work performed are as per specifications;
  11. Lead quality control matters on site
- Any other duties assigned by Project Director, MHSSP or the Project Manager.

## **TERMS OF REFERENCE**

Job Title	Health Architect
No. of Positions	1 (one)
Duty Station	Shillong
Organisation	Meghalaya Health Systems Strengthening Project (MHSSP)
Nature of Job	Purely Contractual Basis
Duration	3 years subject to satisfactory performance appraised on an annual basis
Qualifications	A CoA (Council of Architecture) registered Architecture Graduate with a minimum of 5 years of experience in Hospital planning and designing. Experience in the Health Sector is a must. Proficiency in Revit for architecture preferred
Salary	Scale 3: INR 60,000 to INR 73,500 [Varies as per experience and qualifications]

### **Architect:**

#### Key Job Responsibilities:

1. Understand the overall design process and work towards developing and documenting design concepts.
2. To develop a standard drawing (Architectural, MEP drawing and structural drawing) and DPR for different types of facilities by incorporating the IPHS standard as per the site requirement and local conditions.
3. Provide technical expertise to generate documents for healthcare projects ranging in size and scope.
4. Development of the overall design process from conceptual design through schematic and detailed/contract documents.
5. Perform design reviews throughout the design process from conceptual design through schematic and detailed/contract documents.
6. Conduct ongoing constructability reviews to successfully meet the schedules and program budgets.
7. Monitor the dissemination of design information among the Program Team in a timely manner such that abortive work is avoided or minimized as much as practicable.
8. Monitor statutory authority approval processes.

## TERMS OF REFERENCE

Job Title	Draftsman
No. of Positions	1 (one)
Duty Station	Shillong
Organisation	Meghalaya Health Systems Strengthening Project (MHSSP)
Nature of Job	Purely Contractual Basis
Duration	3 years subject to satisfactory performance appraised on an annual basis
Qualifications	Diploma in Civil Engineering/ Architecture with 5 years of experience in engineering drafting of buildings in AutoCAD. Adequate proficiency in Computer Aided Drafting (Auto CAD) is essential.
Salary	Scale 5: INR 35,000 to INR 45,000 [Varies as per experience and qualifications]

### Key Job Responsibilities:

1. Prepare drawings using computer-assisted drafting systems (AutoCAD/ Revit)
2. Assisting in the preparation of DPRs
3. Assisting in the scrutinization of the bills of the works executed
4. Maintenance of records and drawings related to the assigned project works
5. Store soft copies of all DPRs in a safe place.
6. Assist in the preparation of tender documents, and contracts