

Post name – Sr. Consultant (Procurement and Contract Management)

Reporting to: Assistant Director/ Director/ Mission Director, National Health Mission (NHM) Uttarakhand

Position Type: Contractual full time

Purpose of the Role:

The **Sr. Consultant (Procurement and Contract Management)** at State level under NHM Uttarakhand is envisaged to strengthen and streamline the procurement ecosystem by ensuring efficient, transparent, and compliant procurement and contract management processes. The role is critical for enabling timely availability of quality goods, services and works essential for implementation of NHM programmes across the State. The Consultant will provide strategic leadership, technical oversight and system-level improvements in procurement planning, execution and monitoring, thereby supporting in achievement of programmatic goals with optimal utilization of financial resources and adherence to regulatory frameworks.

Key Responsibilities:

1. Strategic Procurement Planning

- Lead the development of annual and multi-year procurement plans aligned with NHM objectives, Program Implementation Plans (PIPs) and state health priorities.
- Provide strategic inputs for optimizing procurement processes to ensure efficiency, transparency and value for money.
- Align procurement strategies with Government of India and State Procurement Guidelines.

2. Procurement Process Management

- Oversee end-to-end procurement processes including tendering, bid evaluation, contract award and post-award management.
- Ensure compliance with applicable rules, including GFR, State Procurement Rules and NHM procurement guidelines.
- Standardize bidding documents, RFPs, and contract templates for various procurement categories (goods, services and works).

3. Contract Management & Administration

- Lead contract drafting, review, and finalization in coordination with legal and technical teams.
- Monitor contract performance, deliverables, timelines and compliance with agreed terms and conditions.
- Manage contract amendments, renewals, and closures in a timely and compliant manner.

4. Vendor Management and Market Engagement

- Develop and maintain a robust vendor database and supplier performance evaluation system.
- Conduct market analysis and supplier assessments to ensure competitive and quality procurement.

- Facilitate transparent vendor engagement and grievance redressal mechanisms.

5. Monitoring, Reporting, and Compliance

- Establish systems for tracking procurement activities, timelines and outputs across the state.
- Prepare periodic procurement status reports, dashboards and compliance reports for senior management.
- Ensure audit readiness and address observations from internal/external audits, including AG and GoI reviews.

6. Financial Oversight and Cost Optimization

- Ensure prudent financial management of procurement budgets in coordination with finance teams.
- Analyze cost trends and recommend measures for cost efficiency and savings.
- Support preparation and validation of financial documents such as FMRs related to procurement.

7. Capacity Building and Technical Support

- Provide technical guidance and capacity building support to district and block-level procurement personnel.
- Organize trainings, workshops, and orientation sessions on procurement policies, e-procurement systems, and contract management.
- Develop SOPs, manuals, and guidance notes for strengthening procurement systems.

8. E-Procurement and Digital Systems

- Strengthen and oversee the use of e-procurement platforms for all procurement activities.
- Ensure data integrity, transparency, and timely updating of procurement information on digital platforms.
- Promote adoption of technology-enabled procurement practices.

9. Coordination and Stakeholder Engagement

- Coordinate with State, District, and National level stakeholders, including NHM divisions, State Officials, technical agencies and suppliers.
- Liaise with Government departments, finance, legal and audit authorities for procurement-related matters.
- Support Mission Director in decision-making through evidence-based procurement insights.

10. Risk Management and Governance

- Identify procurement-related risks and develop mitigation strategies.
- Ensure adherence to principles of transparency, fairness, and accountability in all procurement activities.
- Strengthen governance mechanisms to prevent irregularities and ensure ethical procurement practices.

Undertake any other assignments as directed by the Mission Director/ the Competent Authority in line with programme objectives.

Qualifications & Experience:

- Masters' Degree/ PG Diploma in Procurement/Supply Chain Management/ Finance from recognized university/ institution

OR

Professional qualification of CA/ ICWA

- Post qualification **total work experience of minimum 05 years** in managing procurement and contract management. Out of the total 05 years, **the applicant must have experience of working at Senior Position for at least 03 years in procurement in Health Sector or in Govt. Medical Supplies Corporations or in NHM**

Key Competencies:

- Strong knowledge of public procurement systems, procedures, and frameworks, including GFR, State Procurement Rules etc.
- Expertise in end-to-end procurement processes for goods, services and works, including tendering and bid evaluation.
- Sound understanding of contract law principles, drafting, interpretation, and enforcement of contracts.
- Ability to manage complex contracts, including handling disputes, variations, and compliance requirements.
- Understanding of budgeting, financial rules and cost analysis related to procurement.
- Ability to ensure financial prudence, value for money, and alignment with approved budgets.
- Proficiency in e-procurement platforms and digital tools for procurement planning, tendering, and monitoring.
- Excellent verbal and written communication skills in Hindi and English, with the ability to develop high-quality technical reports, official communications and strategic documentation.
- Strong presentation and facilitation skills, with demonstrated experience in effectively engaging senior government officials, district teams, and development partners.
- Proficiency in Microsoft Office, Google Workspace and data visualization/analytics tools for data interpretation and decision support.
- High level of adaptability, resilience, and problem-solving ability to navigate dynamic public health environments, address implementation challenges, and support responsive action during health emergencies.

Consolidated Remuneration: Maximum upto Rs 90,000/- per month

No. of posts – 01 (One)

Post Name	Biomedical Engineer
Level	State Level
No. of positions	01
Monthly Consolidated Remuneration	Rs 45,000/-
Reporting to	Assistant Director - BEEMP Director, NHM Mission Director, NHM
Essential Qualifications & Experience	B.E./ B. Tech. (Biomedical Engineering) or higher qualification in the same field. Candidate must have 03 (three) years of work experience in Hospital or Institution in the same field. Candidate must have demonstrable proficiency in use of MS – Office (MS Word, MS Excel, MS Powerpoint, Internet etc.)
Job Description – Roles & Responsibilities	• To market survey of biomedical equipments. • To prepare technical specification of biomedical equipments based on need, latest technology, safety, efficiency, & effectiveness. • To evaluate technical documents during tender process. • To do e-tender process as uploading & downloading tender documents time to time. • To participate in demo of biomedical equipment for their inspection. • To provide techno managerial support to health department, Uttarakhand regarding biomedical equipments. • To cordinate with concerned person in district, collect & compile data, review, monitoring, follow up of scheme/programme as “Free Diagnostic Services Scheme” and “Biomedical Equipment Management & Maintenance Programme” under NHM and share with GOI on time. • Advise on the planning, acquisition & use of biomedical equipments. • To prepare annual Programme Implementation Plan (PIP) of “Free Diagnostic Services Scheme” and “Biomedical Equipment Management & Maintenance Programme” as per guidelines provided by GOI from time to time. • To undertake such other assignments, that may be assigned from time to time.

Post name – Sr. Consultant (IT)

Reporting to: Assistant Director/ Director/ Mission Director, National Health Mission (NHM) Uttarakhand

Position Type: Contractual full time

Key Duties and Responsibilities:

- Under the direct supervision of State Coordinator and in close coordination with the Vaccine and Cold Chain Manager (VCCM) of the districts, the U-WIN- Coordinator – Project Review will provide regular technical and handholding support for the implementation of U-WIN
- Regularly monitor the U-WIN dashboard and reports and will provide evidence-based support to State and District officials
- Verify data integrity / accuracy of system developed reports from U-WIN software from mobile/ webbased solution
- Manage and track data and ensure data security
- Submit periodic reports to the reporting officer as decided by UNDP. This includes Monthly workplan and activity report, travel logs and vouchers and attendance report
- Support in district training programs with delivery / quality control of technical contents related to U-WIN.
- Ensure that all users at district level are aware of the software upgrades and latest version of U-WIN mobile application is used by the users (Vaccinators).
- Consolidation of the relevant feedback received from the various users at State and district level.
- Follow-up with Project Officer - Operations and Vaccine Cold Chain Manager (VCCMs) and in the districts for resolution of issues
- Software Documentation as and when required

Capacity Building and Technical Assistance

- Partners at the state and district level health vaccination machinery to assess and understand the capacity needs and support required for the effective and timely implementation of U-WIN.
- Based on the assessed needs support in undertaking capacity-building at the district level.

Program Review

- Undertake extensive field visits to monitor the implementation of the system and providing technical inputs to address gaps and bottlenecks.
- Assist, support and monitor the identified implementing agency in the implementation of the system at the state, district and sub district level
- Document the U-WIN implementation process and analytical learnings from the implementation
- Support state/ district staff in development and production of MIS reports from the system as and when required for monitoring purpose.

- Undertake field visits prioritizing districts which are lagging behind in implementation of project activities.
- Regular analysis of coverage patterns, consumption patterns, wastage rates at state level to help develop monthly reports to support State Immunization Officer in taking corrective actions.

Any other duty as assigned.

Qualifications & Experience:

- Masters' degree in Computer Sciences/ Information Technology/ Statistics from a reputed University / Institution.
- Minimum 05 years' experience of handling Health related software/e-Governance at State level/ National level/ with development partners to support the rollout, design, implementation and monitoring of large-scale public health related software at the state or national level.

Key Competencies:-

- In-depth understanding of computer software, its applications, health database, data elements, reporting, analysis.
- Experience in managing information technology driven projects is desirable
- Should have analytical, negotiating, communication and advocacy skills
- Should have excellent computer knowledge in MS Office and other applications
- Experience of working in the State Government or other international development organization will be an asset

Functional Competencies:

- Identifies problems and proposes solutions;
- Ensure Gender inclusion and Gender parity in team.
- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things;
- Makes the case for innovative ideas from the team with own supervisor;
- Consistently approaches work with energy and a positive, constructive attitude;
- Promotes a knowledge sharing and learning culture in the office;
- Demonstrates openness to change and ability to manage complexities;
- Demonstrates ability to conceptualize, innovate, plan and execute ideas, as well as to impart knowledge and teach skills;
- Ability to manage stakeholder relationships, perform status reporting, and managing / resolving project issues;
- Ability to prioritize assignments and requirements, and multitask as needed;
- Ability to work independently with limited instruction;
- Ability to advocate and provide policy advice;
- Ability to lead strategic planning, results-based management and reporting;
- Aptitude for technical innovations and data analytics

Post name – Laboratory Technician

1. Degree in Medical Laboratory Technology

OR

2. Diploma in Medical Lab Technology

- Should have completed 10+2 before obtaining diploma or degree
- The degree or diploma should be from a university/ institution recognized by the Central Govt or State Govt.
- Knowledge of Computers
- One year experience after degree/ diploma.
- The candidate should be registered with Uttarakhand Paramedical Medical Council/ Faculty, if applicable.