

Centre for One Health –Kerala (COH-K)
Department of Health & Family Welfare, Govt. of Kerala
(Nodal Agency: State Health Systems Resource Centre-Kerala)

June 20, 2024

Notification
Recruitment of Experts for Centre for One Health- Kerala

The One Health Programme has been implemented in the State by the Department of Health & Family Welfare, Govt. of Kerala with the support of the World Bank. As a first phase, the programme is being implemented in four Pamba basin districts viz; Pathanamthitta, Alappuzha, Kottayam and Idukki as part of Rebuild Kerala Initiative and Nava Keralam Karma Padhathi -2. The Centre for One Health Kerala (COH-K) will be responsible for managing the One Health Programme in the State. SHSRC-K, the nodal agency for establishing the COH-K, intends to recruit and deploy experts to make the centre fully functional. Interested candidates may apply through the link given on the website of SHSRC-K (www.shsrc.kerala.gov.in) **on or before 10 July 2024 (5 PM)**. Applications received other than via the given link and applications received after the stipulated time shall be summarily rejected.

Other Instructions:

- a. Period of contract will be for one year which may be extended after a break of 1 day based on the need and performance
- b. The applications should clearly mention the POST applied for.
- c. Incomplete/incorrect applications and applications without the required documents will be summarily rejected.
- d. Equivalency certificate of the respective University shall be produced for considering any other degree with reference to the notified degrees.
- e. Selection will be based on the educational qualifications, experience and performance in the written test /interview. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such malpractices.
- f. All communications, including call letter, shall be sent through email. So, candidates should have a valid personal email id and mobile number, which should be kept active till the completion of the recruitment process.
- g. No TA/DA will be paid for the participation in selection process.
- h. Only the post-qualification experience of candidates will be considered. Copies of appointment letters, salary certificates, pay slip etc. will not be accepted in lieu of the work experience certificate.
- i. Selected candidates should be ready to work anywhere in Kerala as and when required.
- j. The undersigned reserves the right to fill or not fill the posts advertised.
- k. Selected candidates will be governed by the rules and regulations of COH-K.
- l. The rank list might be used to fill up vacancies that may arise in future.

Details of posts which include name of post, no of vacancies, age limit, qualification, skills and experiences required, salary per month and job responsibilities are given below;

- 1. Post Title** : State Programme Lead (SPL)
No of vacancies : 01
Consolidated Pay : Rs. 125000/- per month
Mode of recruitment : Contract
Educational Qualifications : MBBS with MD Community Medicine/MPH
Knowledge of Computer, e-office and Finance Management
Experience : Minimum 5 years in Public Health programme management
Age : Below 50 years as on 1.7.2024
Job Responsibilities :

1. Day to day management /administration of One Health Centre
2. Liaison with health, other sectoral departments and agencies like KILA, KMSCL etc.
3. Liaison with Nodal Agency (SHSRC-K)
4. Develop and implement IT Policy, IEC Strategies etc. and liaison with the agencies hired.
5. Finance Management
6. Develop policies, guidelines etc. with regard to the OH Programme
7. Recruit, train and manage staff
8. Hire IT and IEC agencies
9. Undertake field visits whenever required
10. Undertake other activities which may be assigned from time to time

- 2. Post Title** : Research & Documentation Specialist
No of vacancies : 01
Consolidated Pay : Rs. 60,000/- per month
Mode of recruitment : Contract
Educational Qualifications :
MBBS with MD Community Medicine/MPH/DPH or M.Sc. Nursing/ MPT/BDS with MPH from a recognized Institution
Proficiency in MS Office and statistical packages for data analysis
Must be highly organized with strong analytical research, statistical skills, excellent verbal and communication skills
Experience :
Minimum 3 years' post qualification experience in research or in health system analysis, planning and management in Health Sector
Age : Below 40 years as on 1.7.2024
Job Responsibilities :

1. Identification of research areas under One Health Programme
2. Maintain an up to date repository on all knowledge related to OH concept
3. Lead the research programme by selecting topics, preparing proposals, developing methodology and tools, getting approvals from Institutional Ethics Committee, conducting research and preparing reports including policy briefs/ recommendations.

- Publish the scientific reports /organise workshops /materials for dissemination of findings
4. Develop written communications and resources for the public, the media, and policy makers based on the research conducted
 5. Contribute to communication campaigns and web page of OH Programme
 6. Coordination and capacity building of research team for better results
 7. Liaison with line departments
 8. Assist for purchasing necessary software for data analysis
 9. Monitor the budget allocation
 - 10.Undertake field visits whenever required.
 11. Undertake other activities which may be assigned from time to time

3. Post Title : Surveillance Specialist

No of vacancies : 01

Consolidated Pay : Rs. 60,000/- per month

Mode of recruitment : Contract

Educational Qualifications :

MBBS with MD Community Medicine/ MPH/DPH or M.Sc Nursing/BDS with MPH from a recognized Institution

Proficiency in MS Office and statistical software

Must be highly organized with strong analytical research, statistical skills, excellent communication skills

Experience :

Minimum 3 years' post -qualification experience in working for Epidemiological studies/ disease surveillance

Age : Below 40 years as on 1.7.2024

Job Responsibilities :

1. Understand the surveillance needs of OH Programme
2. Assist SPL in developing surveillance strategies and mechanism of OH Programme
3. Organise and monitor timely collection, compilation and analysis of surveillance data from the districts.
4. Verify data quality (completeness, timeliness), identify gaps in health information management, recommend corrective actions and prepare relevant documents to include in project proposals, internal and external situation reports, bulletins, health risk assessments, health needs overviews and strategic response plans, communication campaigns etc.
5. Lead the Command and Control Centre established for surveillance based action.
6. Actively involve in the recruitment of volunteers and mentors and in their training and monitor community surveillance system
7. Initiate and guide outbreak investigations promptly following the SOP.
8. Support effective operational integration of zoonotic disease control efforts based on the surveillance data.
9. Coordinate regular meetings of key stakeholders & collaborations and assist in intersectoral coordination for effective implementation of the Infection Surveillance and Control Programme (ISCP).

10. Develop written communications and resources for the public, the media, and policy makers and on issues of public health emergency response.

11. Contribute to communication campaigns and web page of OH Programme

12. Facilitate activities for lab strengthening

13. Undertake field visits whenever required

14. Undertake other activities which may be assigned from time to time

4. Post Title : Finance cum Administrative Officer

No of vacancies : 01

Consolidated Pay : Rs. 35,000/- per month

Mode of recruitment : Contract

Educational Qualifications :

Mandatory

A retired senior Gazetted Officer (retired from a post not below the rank of second gazetted/ equivalent) with a degree in any subject.

Desirable

Knowledge of Computer, e-office and accounting.

Experience :

Minimum 5 years' experience as gazetted officer, at least 2 years of which shall be in handling financial matters

Age : Below 58 years as on 1.7.2024

Job Responsibilities :

1. Assist SPL and O/PME in overall management of administration

2. Manage all HR functions of the COH-K

3. Maintain electronic and paper files ensuring information is organised and easily accessible

4. Ensure a proper tapal management system (inward and outward letters, emails, packages etc)

5. Prepare agenda based on priorities and assist in committee meetings, planning appointments etc

6. Ensure that COH-K's processes remain legally compliant

7. Undertake field visits as required

8. Undertake other activities which may be assigned from time to time

Secretarial Assistance

5. Post Title : Clerk cum Accountant

No of vacancies : 01

Consolidated Pay : Rs. 25,000/- per month

Mode of recruitment : Contract

Educational Qualifications :

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Higher Grade Certificate in Typewriting English (KGTE) or its equivalent

Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent

Proficiency in MS Office

Experience :

Mandatory

Minimum 2 years' post qualification experience in accounting

Desirable

Experience in Health/ Social development sector

Age : Below 35 years as on 1.7.2024

Job Responsibilities :

1. Handle petty cash and related transactions.
2. Maintain personnel, purchase, travel and other related documents.
3. Reconciles various expenditure reports to source documents
4. Record keeping and filing of all types of documents
5. Assist in preparation of financial statements such as budgets and cost reports.
6. Assist in ordering, care, maintenance and utilization of equipment, supplies, and inventories and maintain stock register
7. Facilitate audits
8. Undertake field visits as required
9. Undertake other activities which may be assigned from time to time

Office Assistance

6. Post Title : Office Attendant cum Cleaning Staff

No of vacancies : 02

Consolidated Pay : Rs.18,000/- per month

Mode of recruitment : Contract

Educational Qualifications :

Should have passed VII and should not have passed X standard

Experience :

Minimum 5 years' experience in Govt projects is desirable.

Age : Below 40 years as on 1.7.2024

Job Responsibilities :

1. Assist in Office Work, programme related activities and research
2. Distribute files, correspondence and other materials among staff
3. Copy /duplicate materials as requested and oversee day-to-day operations of copy machine
4. Run various routine errands
5. Keep office clean and tidy
6. Undertake other assignments which may be assigned from time to time

Sd/-

Thiruvananthapuram

Executive Director

20.06.2024

SHSRC- Kerala