

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

March 28, 2023

**Notification**  
**Recruitment of Experts for Centre for One Health- Kerala**

The Department of Health & Family Welfare, Govt. of Kerala has been implementing One Health Programme in the State with the support of World Bank. Presently, 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 in COH-K to make the centre fully functional. Interested candidates may apply by sending detailed Curriculum Vitae (CV) to [onehealthcareers@gmail.com](mailto:onehealthcareers@gmail.com) on or before 10<sup>th</sup> April, 2023 (5 PM). Applications other than via email 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 need and performance
- b. The applications should clearly mention the POST applied for.
- c. Incomplete/incorrect email application and applications without detailed CV 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 post qualification experience of candidates will be considered. Copies of appointment letters, salary certificates, pay slip etc. will not be accepted in lieu of 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 1.4.2023  
**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** : M & E, Data Management & IT Expert  
**No of vacancies** : 01  
**Consolidated Pay** : Rs. 60000/- per month  
**Mode of recruitment** : Contract

**Educational Qualifications** :

Mandatory

B.Tech (CS)/B.Tech (IT)/MCA and Diploma/Certification in Data Analysis from a reputed Institution

Desirable

PG in Management/MBA

**Experience** :

Mandatory

Minimum 8 years' experience

Should have experience in managing large scale health care data.

Should have proven experience in data system development & management, data analysis and planning support

Desirable

Experience in Monitoring & Evaluation of Government Projects

**Age** : Below 40 years as on 1.4.2023

**Job Responsibilities** :

1. Understand the IT related requirements of O H Programme
2. Establish systems for IT support to O H Programme

3. Develop concept, design, process flow documents, implementation frame work, protocols and user manual as per requirement
4. Provide training, review and implementation support for Web portal and other applications
5. Liaison for operationalise and integrate systems developed for strengthening surveillance of zoonotic diseases
6. Provide support for monitoring and evaluation of OH Programme with the support of IT based systems developed.
7. Assist SPL to identify and engage agency for IT support and liaison with the agency for achieving the desired goals such as;
  - a. Develop IT / social media based surveillance tool for volunteers
  - b. Set up IT enabled command centres
  - c. Develop Web portal
8. Collection, analysis and production of reports
9. Do troubleshooting and provide expert support for improvisation of existing systems.
10. Undertake field visits whenever required
11. Undertake other assignments which may be assigned from time to time

**3. 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 1.4.2023

**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

**4. 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 1.4.2023

**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

- 5. Post Title** : Capacity Building Specialist  
**No of vacancies** : 01  
**Consolidated Pay** : Rs. 60,000/- per month  
**Mode of recruitment** : Contract  
**Educational Qualifications** :  
Graduate in Science/Health from a recognized university  
MPH/ MSW/ M A Sociology  
Proficiency in MS Office  
Fluency in Malayalam /English is essential  
**Experience** :  
Minimum 5 years' post qualification experience in health/ social development sector  
**Age** : Below 40 years as on 1.4.2023  
**Job Responsibilities** :  
1. Understand training requirements for various functionaries under OH Programme (both fresh and refresher)  
2. Provide technical support for conducting TNA and for preparing training modules  
3. Manage the implementation of training programmes in line with the approved proposal and by ensuring appropriate spend of budget allocated.  
4. Monitor progress of training programmes against the plan  
5. Maintain database of trainings – Reports, Resource persons, trainees etc  
6. Prepare/ develop sessions for web-based training programmes as and when need arises.  
7. Perform any other tasks related to capacity building  
8. Undertake field visits whenever required
- 6. Post Title** : Programme Associates -Public Health  
**No of vacancies** : 03  
**Consolidated Pay** : Rs. 50,000/- per month  
**Mode of recruitment** : Contract  
**Educational Qualifications** :  
Graduate in Science/Health from a recognized University + Master of Public Health/  
M. Sc Nursing/ MSW  
Proficiency in MS Office and statistical software  
Must be highly organized with strong analytical research, statistical skills, excellent communication skills  
**Experience** :  
Post -qualification experience in research and Public Health is preferable  
**Age** : Below 35 years as on 1.4.2023  
**Job Responsibilities** :  
1. Assist in all activities related to research including protocol development, data collection, analysis and reporting  
2. Undertake field visits whenever required.  
3. Undertake other activities which may be assigned from time to time

- 7. 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 1.4.2023  
**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

- Data Management Support**
- 8. Post Title** : Data Entry Operator  
**No of vacancies** : 02  
**Consolidated Pay** : Rs. 20,000/- per month  
**Mode of recruitment** : Contract  
**Educational Qualifications** :  
SSLC or equivalent  
Proficiency in MS office  
**Experience** :  
Minimum 2 years' post qualification experience in Govt projects is essential  
**Age** : Below 35 years as on 1.4.2023  
**Job Responsibilities** :  
1.All data entry related to Office Work, programme related activities and research  
2. Data entry of various types of data sheets as and when required.  
3. Assist in preparation of minutes, reports etc  
4. Photocopy and fax the documents as per requirements  
5. Stock and distribute office supplies  
6.Undertake other activities which may be assigned from time to time

## Secretarial Assistance

- 9.a. Post Title** : Clerk cum Accountant  
**No of vacancies** : 01  
**Consolidated Pay** : Rs. 25,000/- per month  
**Mode of recruitment** : Contract  
**Educational Qualifications** :  
B Com with Tally  
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 1.4.2023  
**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
- 9.b. Post Title** : Clerk cum DEO  
**No of vacancies** : 01  
**Consolidated Pay** : Rs. 25,000/- per month  
**Mode of recruitment** : Contract  
**Educational Qualifications** :  
Any Graduation  
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 clerical job  
Desirable  
Experience in Health/ Social development sector  
**Age** : Below 35 years as on 1.4.2023

**Job Responsibilities :**

1. Provide clerical and data entry assistance
2. Maintain registers, data files etc.
3. Assist in preparation of minutes, reports etc.
4. Attend visitors / telephone/ reception
5. Undertake field visits as required
6. Undertake other activities which may be assigned from time to time

**Office Assistance**

**10. 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 40years as on 1.4.2023

**Job Responsibilities :**

1. All data entry related to 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

**11. Post Title :** District Mentor

**No of vacancies :** 48 (12 each in Pathanamthitta, Alappuzha, Kottayam and Idukki. Natives of respective districts will be given preference)

**Consolidated Pay :** Rs. 20000/- per month ( Rs.2000/- Travel Allowance & Rs. 500/- Communication Allowance extra per month)

**Mode of recruitment :** Contract

**Educational Qualification**

**& Experience :**

Mandatory

Degree in any discipline or Diploma in Public Health/One Health related course with a minimum of 10 years' experience of working with Panchayath Raj System

Experience of working with any of the One Health related departments will be preferable

Good communication skills

Knowledge on Primary Health Care System and Health programmes

Understanding of PRI and community dynamics



Able to manage IT based reporting systems and mobile applications

**Desirable:**

Retired government officials or Professionals

**Age** : Below 65 years as on 1.4.2023

**Job Responsibilities** :

1. Training and continuous handholding support to Community Mentors and Community Volunteers
2. Organise trainings and other events as per the instructions from authorities
3. Work in liaison with District Health Authorities and District Programme Support Unit of One Health Programme.
4. Support Aardram Nodal Officers in implementing Aardram programmes
5. Facilitation support in planning and implementing One Health Programme related process at PRI level.
6. Actively involve in Community Surveillance Process
7. Reporting of diseases and events as per the State guidelines from the area allocated.
8. Ensure quality of data generated as part of Community Surveillance

Sd/-

Thiruvananthapuram

Executive Director

25.03.2023

SHSRC- Kerala