

Terms of Reference
DEO cum Accountant
District Hospital Serchhip

Background

The Mizoram Health Systems Strengthening Project with financial and technical assistance from the World Bank aims to improve the management, quality, accessibility, and delivery of health services in the state of Mizoram at various health facilities and units. With funding from the MHSSP, District Hospital Serchhip proposed to engage IPA Programme Assistant for efficient execution of Internal Performance Agreement (IPA).

Contract duration: 3 months

Objective: DEO cum Accountant will be responsible for entry of data and typing work. He/She will maintain the financial account book and prepare monthly/quarterly report to be uploaded into portal.

Scope of work: The DEO cum Accountant will assist the DMS and DHQM for smooth implementation of various aspects IPA Project.

Job Responsibilities:

1. Computer entry of Statistical data and other typing work.
2. Assist in making arrangements for IPA meetings, training, coaching visit.
3. Maintain book of accounts, cash register, detail expenditure, supporting documents and timely update in portal.
4. Any other work as ordered by higher authority.

Key Skills:

Qualification(s): B. Com with DCA/CCA.

Experience: At least 1 year of experience in Data Entry and Public Finance Accounting.

Essential:

- Computer proficiency and familiarity with MS Word, Excel, PowerPoint.
- Proficiency in maintaining book of accounts, cash book register, supporting documents, receipts including public finance accounting.

Skills and Competencies:

- 1) Knowledge of Mizo and English.
- 2) Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them.

Age limit:

Up to 35 (as per scope of work) years as on date of advertisement with five years' relaxation for reserved (SC/ST/OBC) category.

Emoluments:

Consolidated Pay of Rs. 12000/- per month with 5 % increment annually on extension of contract.

Reporting:

The DEO cum Accountant will report to District Medical Superintendent and District Hospital Quality Manager of the Serchhip District Hospital.

Contract Term:

The assignment is on purely contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government. The tenure will be 3 duration. The

initial contract will be for 3 months at a time and extended based on satisfactory performance.

General Information:

Engagement of the DEO cum Accountant will be on a full-time basis.