

National Health Agency | Young Professional Program

The National Health Agency is advertising for engagement of professionals in the NHA Young Professional Program 2018. The following positions are being advertised.

S. No.	Position	Remuneration Range(INR per month)	Number of Positions
1.	Data Analytics and Fraud Detection (Data Analytics)	70,000-90,000	1
2.	Data Analytics and Fraud Detection (Health Expert)	70,000-90,000	1
3.	Quality Assurance and Accreditation	70,000-90,000	2
4.	Training and Capacity Building	50,000-70,000	3
5.	Insurance and Actuarial Services	70,000-90,000	1
6.	HR Management	50,000-70,000	1
7.	Grievance Redressal and IEC	50,000-70,000	1
8.	Regional Coordinators	50,000-70,000	4

The job description and eligibility and desirable criteria for each position are defined below. The applications have to be sent in the form of a single Document (PDF/Word format) as per application format available on the website to pm-nhpmmission@gov.in with the subject "Application: NHA YPP 2018" and the email should clearly mention the candidate's name and contact details. No physical applications shall be considered.

The date of closure of submission for applications is 15th July, by 2359 hours.

A. Roles of YP at NHA

1. Data Analytics and Fraud Detection (1 Data Analytics YP)

a. Job Description (Data Analytics YP):

- i. Strong data and analysis skills with the ability to design and implement effective mechanisms to extract insights from quantitative and qualitative data
- ii. Designing data collection systems and analyze results to flag / detect fraudulent activity, supporting the effective implementation of the health scheme
- iii. Work with senior management to prioritize information needs and meeting management reporting requirements

b. Preferable Skills / Background

- i. Proficiency in using excel or programming languages like R, STATA, Python etc.
- ii. Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- iii. Candidates with experience and background in statistics, data analytics or programming

2. Data Analytics and Fraud Detection (1 Health expertise YP)

a. Job Description:

- i. Coordinate requirements of various stakeholders with the data analyst and create insightful reports / diagnostics
- ii. Knowledge of medical reimbursement processes in India and using this knowledge to define metrics for identifying fraudulent activity
- iii. Understanding of potential areas of fraud and gaps in the insurance reimbursement process in India. Using these insights to create a robust fraud detection system for NHA.
- iv. Understanding of health infrastructure in India preferably with insights from the field

b. Preferable Skills / Background

- i. Field experience working with insurance providers or working with government health departments
- ii. Knowledge of the medical procedures and health insurance reimbursement process
- iii. Health professional like a doctor, health insurance consultant etc. with the ability to perform the role of a health expert

3. Quality Assurance and Accreditation (2YP)

a. Job Description:

- i. Proposing a comprehensive metric and measurement system to gauge the designing and implementation of the scheme as well as empanelment criterion
- ii. Responsible for piloting the accreditation process, analyzing the results, and making recommendations regarding program improvements based on the results
- iii. Conduct secondary research on health standards models in India and in other countries to develop accreditation standards and measures
- iv. Coordinating with IT team for implementation of various systems and metrics
- v. Ensuring and facilitating compliance of hospitals with the accreditation process

b. Preferable Skills / Background

- i. Experience in implementing quality assurance systems preferably in the health sector and knowledge of health standards across India or other countries
- ii. Relevant background or experience in management, health accreditation or other relevant quality assurance systems

4. Training and capacity building (3 YP)

a. Job Description:

- i. Developing and delivering training material for state bodies and other local agencies
- ii. Helping local agencies and states upskilling their staff for preparedness for the scheme
- iii. Provide support to various regions for developing training plans, work planning and other capacity strengthening initiatives
- iv. Identifies tools and learning methodologies for large scale roll-out
- v. Facilitates training workshops and meetings, documenting progress, agreements, and issues and providing follow up assistance to groups
- vi. Developing training MIS for tracking of training programs across platforms

b. Preferable Skills / Background

- i. Experience in training government officials, health professionals or other areas relevant to the job description
- ii. Candidates with a background or education in health, management, media, education etc.

5. Insurance and Actuarial Services (1 YP)

a. Job Description:

- i. Applying actuarial expertise in evaluating various options using quantitative data and relevant qualitative aspects to support decision making of NHA officials
- ii. Collaborate with state government as needed to support them in evaluating insurance proposals and defining decision making criteria
- iii. Coordinating with various insurance agencies to organize meetings and follow ups on any data requirements as required
- iv. Regulatory framework formulation for insurance companies, Third party Administrators (TPA), and reinsurance companies

b. Preferable Skills / Background

- i. Valuation experience in the insurance and/or reinsurance industry preferable working as an actuary in health insurance, reinsurance etc.
- ii. Education in actuarial sciences from institutes like Institute of Actuaries of India, Institute and Faculty of Actuaries etc.
- iii. Programming/software skills, in particular SAS, SQL, MS Excel and MS Access

6. HR Management (1 YP)

a. Job Description:

- i. Developing and managing the recruitment and selection process for the NHA
- ii. Identifying resourcing needs, creating job descriptions, screening and coordinating with potential candidates
- iii. Developing and coordinating on-going training and development activities
- iv. Oversee and manage a performance appraisal system that drives high performance

b. Preferable Skills / Background

- i. Experience working in the human resources department of an organization with exposure to complete candidate selection process
- ii. Background in management preferably in human resource management

7. Grievance Redressal and Information, Education & Communication (1 YP)

a. Job Description:

- i. Design and Pilot IEC campaigns
- ii. Measure the efficacy of existing campaigns
- iii. Field visits to beneficiaries, hospitals, and other medical service personnel to understand the customer need
- iv. Develop grievance redressal system for all the stages of the beneficiary journey
- v. Generate data insights on grievances received

b. Preferable Skills / Background

- i. Experience in designing and implementing various IEC campaigns for government or other agencies
- ii. Background in management, design, media etc. relevant to the job description

8. Regional Coordinators (4 YP)

a. Job Description:

- i. Coordinating activities with related to National Health Protection Mission (NHPM) with different state agencies
- ii. Review preparedness of the various regions to implement the scheme
- iii. Identify and resolve issues faced by the regions in consultation with the NHA office
- iv. Coordinate timely completion of deliverables, meetings, and other requests with respect to the specific regions

b. Preferable Skills / Background

- i. Experience working with state governments or other government agencies, planning, coordinating and implementing activities with various stakeholders
- ii. Background in management and other areas relevant to the job description

B. General skills and Duties/Responsibilities:

1. Additional responsibilities and duties may be assigned to the YP (applicable to all YPs) professional as per requirements of the NHA
2. Define, own and execute the learning & research plan, methodologies and partnerships in collaboration with team and partners
3. Excellent organizational skills and strong attention to detail
4. Ideate with team members to extract insights and apply them in their role where applicable
5. Compile and disseminate key insights from research outputs in the form of case studies, learning notes, reports & publications, policy white papers, infographics, or other dissemination materials to support key themes & messages of strategic importance
6. Communicate findings effectively internally, and apply learning to work planning and activities
7. Ability to develop, organize, motivate and coordinate groups across the organization
8. Ability to collaborate effectively with staff members, government officials, representatives and other stakeholders

C. Young Professional Program Details

1. Eligibility

- a. Essential Qualifications: Persons having Master's Degree in relevant subject or technical qualifications like B.Tech, MBA or equivalent in relevant field/subject as per background needs of the job various job descriptions
- b. Desirable Qualifications: Persons with M.Phil or additional qualifications, research experience, published papers and post qualification experience, in the relevant field working on implementation of large public health systems projects preferred
- c. Work Experience: Minimum of one year of Work Experience relevant to the job description. The broad work experience will be based on the functional areas assigned by NHA. Preference will be given to persons with work experience in the relevant field supported by published work / policy papers / appraisal / monitoring of projects & schemes / engagement with public health schemes etc.
- d. Age limit: Candidates should be below 32 years of age as on 31st May, 2018.

2. Remuneration

- a. A consolidated amount of Rs. 50,000-90,000 per month, inclusive of Transport Allowance (for local conveyance). There shall be an annual increase of Rs. 5000/- subject to satisfactory performance and up to a maximum of Rs 1 lakh/-. In case the engagement requires qualifications that are of a specialized or rare nature, the CEO may increase the remuneration for the Young Professional position by up to 20%.

- b. *The actual remuneration for each YP shall be decided based on previous salary history and recommendation of the selection committee, based on relevance of experience, and score of selected YP in the selection process.*

3. Place of Posting

- a. The place of posting will be Delhi or any other state capital. However, travelling can be required based on roles of the YP.

4. Period of Engagement

- a. The period of engagement shall be initially for a period of 2 years, which can be extended up to 4 years – one year at a time, on the recommendations of Performance Appraisal Committee constituted by the NHA. In case a person leaves before completion of one year, he/she will not get any work certificate from the NHA.

5. Additional Information

- a. For additional information on the selection procedure, performance appraisal, leave, TA/DA, etc. candidates can refer to the "[Guidelines for Engagement of Young Professionals](#)" on <http://pmrsm.gov.in>

YPP Candidate Evaluation Metric

1. **Screening Metric:** A candidate needs to pass the eligibility check and score *at least 25 points* on the scoring system (5 points over default score of candidates)

- a. Eligibility check
 - i. Age qualification (under 32 years)
 - ii. Minimum work experience check (at least 1 year)
- b. Scoring system
 - i. Years of Work Experience - 20 points
 - 1. 1 to 2 years - 10 points
 - 2. 2 to 3 years - 15 points
 - 3. More than 3 years - 20 points
 - ii. Highest Qualification - 20 points
 - 1. Bachelor's degree or equivalent - 10 points
 - 2. Master's degree or equivalent - 15 points
 - 3. PhD or equivalent - 20 points
 - iii. Experience working with the government
 - 1. More than or equal to 6 months - 5 points
 - 2. More than or equal to 1 year - 10 points

- c. Based on the number of applications received, for each YP position, 3 top scoring profiles will be screened for further scrutiny and interview by the selection committee.
- d. In case of tied scores, all candidates at the same score will be screened for interview by the selection committee.

2. Evaluation metric:

- a. Relevance and Quality of work experience / education - 30
 - i. Type and reputation of previous organization / company - 10
 - ii. Positions or Titles held - 10
 - iii. Quality of resume - based on content and presentation - 10
- b. Score of Statement of Purpose - 20
 - i. Motivation for working in this position
 - ii. Potential to create impact in the program
 - iii. Flow and structure of the SOP is logical

3. Personal Interviews as per requirements of the selection committee

4. Scoring Table for screened Candidates

Name of Candidate	Work Ex + Education Score	SOP Score	Interview Panel Score	Total Score