

Terms of Reference: Administrative Assistant
Ayushman Bharat – National Health Protection Mission (AB-NHPM)

I. Background:

The Ayushman Bharat – National Health Protection Mission (AB-NHPM) aims to provide health coverage to over 10 crore poor and vulnerable families for an annual benefit of Rs. 5 lakhs per family per year on a floater basis. The Scheme, when implemented, shall be one of the largest risk pool in the world in terms of a beneficiaries covered. The Scheme has the following objectives

1. Increased financial protection for the covered population
2. Improved access to quality healthcare services to the covered population

In this aspect it is one of the key instruments to make India progress on the path of Universal Health Coverage. The Scheme functions through strategic purchasing of secondary and tertiary healthcare services from public and private providers to improve the efficiency and outcomes of the Scheme. At implementation level, the Scheme shall be a cooperated effort between State and Centre with funding from the Centre to State in the specified ratio and implementation by the State.

Institutional Mechanism:

Institutional mechanisms have been developed for district, state and central levels and it would be critical to engage right expertise at each level to deliver on the objectives of AB-NHPM:

- At Centre, a dedicated National Health Agency (NHA), headed by a full time Chief Executive Officer (CEO), has been set up to facilitate implementation of AB-NHPM in the form of a Society
- States/ UTs advised to implement through a dedicated entity, State Health Agency (SHA). They can either use an existing Trust/ Society/ Not for Profit Company/ State Nodal Agency (SNA) or set up a new entity to implement the scheme
- Responsibility of implementing AB-NHPM shall lie with States. They can choose preferred mode of implementation which can be either through Insurance Companies, Trust or a mixed approach

In order to facilitate the effective implementation of the AB-NHPM, NHA seeks to hire different levels of staff and consultants; this TOR, specifically focuses on hiring of Administrative Assistant(s).

II. Scope of work

Administrative Assistant will be assigned the following tasks:

- Basic data compilation and analytics; well verse with use of MS-Office software
- Facilitating meetings with stakeholders, maintaining meeting schedules, writing meeting minutes.
- Assist in documenting and regular follow-up on action points agreed upon during various meetings
- Secretarial assistance including drafting letters
- Assist in organizing workshops, seminars, review Meetings related to AB-NHPM
- Liaison/ public relation
- Secretarial support for preparation of reports for different Offices of Government of India, Parliament etc.
- Assist in correspondence related to routine verbal / written enquiries relating to AB-NHPM including electronic communication
- Assist in set up spread sheets, database files, and tables ensuring appropriate presentation style
- Should have some working knowledge of Accounts, File maintenance, accounting, and documentation

III. Eligibility and qualifications

- Graduate in any stream
- 5-7 years' experience in administrative, technical and secretarial assistance, preferably working with Government Organizations.
- The retired Government officials of the level of Under Secretary/Section Officer can also apply.

IV. Desirable:

- Excellent administrative, organizational and planning skills with attention to detail
- Computer literate with knowledge and experience of MS office, Excel and Power point
- Knowledge of Filing, Indexing, and Document Management
- Excellent writing and verbal communication skills
- Proficient in drafting notes and letters in English with focus on spelling, punctuation, grammar and other language skills

V. Reporting:

Administrative Assistant will report to Divisional Heads in NHA

VI. Age: 40 years. (other than retired Government Officials).

Location: New Delhi

Remuneration Range: As per Government rules or experience and knowledge of the candidate; shall be between Rs. 40,000 to Rs. 75,000 per month

Contract Tenure: this position will be on a contractual basis for 3 years, subject to renewal on case to case basis.