

Terms of Reference for the Executive Director, Finance- National Health Agency

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 set up an institutional framework to support State Governments in the day-to-day operations of the scheme. As part of the framework, NHA has proposed to recruit Executive Directors for different verticals under the Scheme. This TOR, specifically focuses on hiring of Executive Director, Administration and Finance.

ROLE AND RESPONSIBILITY

- The Executive Director will be in-charge of the Finance Division under NHA.
- Guide the preparation of all policy documents for financial management under the scheme and supporting the state governments at the state, district and sub-district level in implementation of the financial policy documents.
- Develop financial management information system
- Lead the Advisors and Consultants working in the finance division as well as ensuring continuous coordination with the other divisions under NHA.
- Guide implementation of scheme in the states through the team in NHA as per the issued policy documents and guidelines.
- Provide continuous support to SHAs in all the states for the implementation of the scheme.
- Mentor/coach, develop, and co-ordinate the working of NHA consultants. Co-ordinate with States to facilitate technical inputs and timely information required to further the goals of ABNHPM.
- Involve and engage in various committees and sub-committees and various other supporting International development Agencies.
- Maintain official records, documents, files, and ensure compliance with government regulations and systems
- Supervision, monitoring, training and guidance of the finance team at state levels
- Undertake monitoring visits to the states and support the state government for the various issues in financial and legal aspects of the scheme.
- Statutory Audit arrangements for State; monitoring, review, analysis, compliance of Audit observations and timely submission of Audit Reports.
- Capacity building for State level finance & accounts staff from time to time.
- Provide information/data support for Parliament Questions/Committees, RTI, VIP references, CAG audits etc. from time to time
- Maintaining annual books of accounts and ledgers for NHA. Management of Escrow account and finances to be transferred to the States through Escrow for grant in aid
- Undertake any other assignment / responsibility given by MoHFW / NHA.

ELIGIBILITY AND QUALIFICATIONS

Essential:

- In case of existing Government officer, an officer of the rank of Joint Secretary/ Director or equivalent in the Government of India/ their respective cadres or Special Secretary/ Secretary to the State Government. In case of a non-Government person s/he shall be post graduate in finance and accounting or CA/CS or a MBA in Finance with a minimum of 15 years of post-qualification work experience of which at least 10 years is in a leadership position. An added degree in law is highly desirable.
- Proven financial management skills including planning, execution and monitoring of financial aspects of large scale government health insurance/health projects;
- Knowledge of accounting packages, preferably tally, PFMS, etc. Knowledge of Escrow accounts its management and regulations will be highly desirable
- Experience in overseeing financial and accounting systems, compliance reviews, audits, financial control reporting, and risk management;
- Excellent communication, writing & presentation skills, analytical and interpersonal abilities, fluency in English and Hindi and/or any Indian Language
- Demonstrated ability to work in a multi-disciplinary team environment.
- Capacity to effectively co-ordinate and partner with different levels within Central and State Governments, academic and research institutions, civil society, International development Organizations & other stakeholders for the implementation of government public health programmes.

DESIRABLE:

- Proven track record to lead financial and legal management of the public health programs or health insurance schemes and assist National and / or State Governments with various forms of policy making, development of various guidelines in the financial management of Public Health Programmes.
- Demonstrated experience in planning and strategy development, demonstrated experience in capacity building, IEC and related areas for Government health programmes.

REPORTING:

Executive Director will report to CEO of NHA through Deputy CEO of NHA.

Location: New Delhi with requirement of extensive travel to states & districts. Travel could be up to 40% of time in a month.

Remuneration Range:As per Government rules or experience and knowledge of the candidate.

Contract Tenure:Regular Government official on deputation.

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