**JOB DESCRIPTION**

**IT Executives – PFMS Health Module**

**in all 38 (Thirty-eight)** **Districts of Bihar**

**1. POSITION VACANT:** **IT Executives– PFMS Health Module** **Project with SAMS, in all 38 (Thirty-eight) Districts of Bihar**

**2. ORGANIZATION BACKGROUND:**
**Strategic Alliance Management Services P Ltd. (SAMS)** is a premier management consultancy that has been exclusively focused on providing recruitment, payrolling and supply chain management services, to the public health and development sectors in India, for the past 23 years. **SAMS’** clients include Bilaterals, Multilaterals, I/NGOs and both Central and State Government organizations.

For more information about the organization, please visit www.sams.co.in

**Public Financial Management System (PFMS) Health Module (earlier known as Health Operation Payments Engine – HOPE) is a centralized payment web-based application that has automated the existing manual process for making all health payments in Bihar and transfers funds directly into recipients’ bank accounts.**

**The implementation of PFMS Health Module has brought about significant efficiencies in the processes related to the method of entering, approving, and making payments in the Districts and Blocks where it has been implemented. Shifting health payments from cash to electronic transfers has reduced operating costs of social schemes with the added advantage of beneficiaries receiving timely payments.**

**The Project so far has already improved operations at Primary Healthcare Centres (PHCs) and the State Health Society Bihar (SHSB) and has connected tens of thousands formerly unbanked individuals (mostly women) with mainstream financial services.**

**3. JOB DESCRIPTION/ RESPONSIBILITIES:**

**IT Executives** will work in close coordination and supervision of the State Consultant/ State Coordinator and will report to the **District Accounts Manager (DAM**) of the District. The **IT Executives** shall be responsible for providing training, handholding and IT support to officials at Primary Health Centre/District Hospital/Referral Hospital/ Sadar Hospital for disbursement of payment under various schemes of National Health Mission through **Public Financial Management System** (**PFMS)** to beneficiaries and **ASHA** workers and increase **(Government to Person) G2P** payments using **PFMS** Health application based on discussions with concerned block officials and **District Accounts Manager (DAM).**

**Key Roles and Responsibilities:**

(1) Conducting trainings for district/block officials on **PFMS** Health Module (application);

(2) Providing handholding support on **PFMS** application (PHCs/DH/RH) for **G2P** payments;

(3) Assisting officials on any queries related to **PFMS** Health Module Application;

(4) Resolving any technical or other issues faced by users of the application;

(5) Escalating of issues to State Consultant/State Coordinator in a timely manner;

(6) Coordinating with stakeholders such as District Health Society (DHS) and Block Health Society (BHS) for **G2P** payments using **PFMS** Health application;
(7) Following up with payment units to ensure **G2P** payment through **PFMS** Health Module;
(8) Assisting State Consultant in any other work related to **PFMS** Health Application;
(9) Monitoring daily progress of payments made by payment units using **PFMS** Health Module and report to State Consultant;
(10) Ensuring increase of **G2P** payments using **PFMS** Health application by officials in allotted districts, refer unresolved grievances to IT helpdesk for resolution.

**4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

 **Qualification:**(1) Applicants must be graduates in any discipline from a recognized Institute/ University.

(2) One-year diploma in computer application / information technology shall be preferred.

**Experience:**Applicants with minimum six months’ experience working in Health Sector/Govt. will be preferred.

**Skills and Competencies:**(1) Computer Proficiency both in English and Hindi is a must;

(2) Good communication skills in Hindi and English;

(3) Ability to work effectively within teams and manage multiple stakeholders;

(4) Willingness to travel in various districts of Bihar up to village level. (100% travel across all PHCs as per assigned districts in Bihar);

(5) Applicants should preferably belong to the same district in which payment units (PHCs/DH/RH) are located.

**5. NATURE OF ENGAGEMENT:**The **IT Executive** will be hired on a fixed term consultancy contract by Strategic Alliance Management Services P Ltd. (**SAMS**)

**6. COMPENSATION OFFERED:**
Gross compensation offered for the position shall be Rs. 12,000/- per month, plus Rs. 3,000/- per month towards reimbursement of actual travel costs incurred within the district.

**7. LOCATION**: Bihar (In all 38 (Thirty-eight) districts of Bihar)

**8. REFERENCE**: ITR-PFMS

**9. CONTACT INFORMATION:**

Team SAMS
Strategic Alliance Management Services P Ltd.
1/1B, Choudhary Hetram House, Bharat Nagar
New Friends Colony, New Delhi 110 025
Phones: 011-43580626, 011-43580627, 011-49854817

**10. LAST DATE FOR APPLICATIONS:**

Eligible candidates interested in this position are requested to apply online at

<http://sams.co.in/JD-ITR-SAMS> giving 10 location preferences along with details of three references and current compensation drawn by or before **November 10, 2018**.

Applicants are urged to apply immediately, as interviews with the promising candidates will start on simultaneous basis. Needless to mention that we shall appoint the **IT Executives** on First Come First Served basis.

**Please Note: Only online application submitted by the candidates shall be considered valid. Applications received through other sources shall be deemed invalid.**