

Job Responsibilities

Personnel of Management & Supervision (M & S) Cell at ULB Level

Health Officer (HO)

- Technical head for implementation of Community Based Primary Health Care Service scheme, Urban Health in the municipality
- Will be responsible for implementation, monitoring & supervision of Urban Health i.e. primary Health care, public health and national health programmes
- To organise training and capacity building of the personnel concerned
- Liaison with District / Sub-Division / Rural Health Offices, Chairman of the ULB and M & S Cell at SUDA
- Timely submission of Reports & Returns to District / Sub-Division Health Offices, Chairman and onward submission to M & S Cell, SUDA under the signature of the Chairman
- Arrange to obtain immunization, FW and IEC materials from District / Sub-Division Health Offices
- Proper maintenance of records in respect of stores, furniture, equipment, medicines and others and arrange distribution of the same to the appropriate health facilities
- Render guidance and instruction to the Medical Officer, SI, Computer Assistant, Accounts Assistant, Multipurpose Helper cum SK cum Clerk, Health Assistant of Management & Supervision Cell
- Detailing out of general work plan along with time frame and monitoring of the work apropos laid down target
- Responsible for local procurement as will be laid down
- To conduct periodical review meeting with grass root level functionaries and personnel of M & S Cell, maintenance of minute book
- To attend different meetings, seminars / workshops
- To attend clinics at Sub-Centre where there is no MO
- In addition, to perform such other functions as may be entrusted to him by the Chairperson of ULB

Medical Officer

- Will assist Health Officer in organising training and capacity building programmes.
- Assist in liaisoning with District / Sub-Division / Rural Health Offices for establishing the referral services, particularly with RCH and disease control Programme Officers and public health.
- Assist HO for preparation & timely submission of Report and Returns.
- Attend the clinics at all Sub-Centres.
- Will be responsible for implementation, monitoring & supervision of Primary Health Care, Public Health & National Health Programmes at Sub-Centre at grass root level.
- To attend review meeting with members of the Management & Supervision Cell of ULB and grass root level functionaries.
- To attend different meetings, seminars / workshops.
- In addition, to perform such other functions as may be entrusted to him by the HO / Chairman.

Sanitary Inspector

- Will assist Health Officer in implementation of Public Health & National Health Programme ward-wise and ULB-wise.
- Will assist functioning of Sub-Centres.
- Will be responsible for maintenance of cold chain for immunization.
- Will take part in awareness generation programme at community level.
- Will collect and compile data in respect of Public Health & National Health Programmes, ward-wise & ULB-wise.
- In addition, to perform such other functions as may be entrusted to him by the HO / Chairman.

Computer Assistant

- To develop system as to compare the data at various level i.e. inter Sub-Centres, data bank at ULB level
- To maintain computerised filing system at M & S Cell level
- To prepare all the reports and returns at M & S Cell level for onward submission to ULB and other echelons
- To enter data on monthly basis received from HHWs - to maintain consolidated HMIS at Sub-Centre M & S Cell level record
- To perform any other duty as will be assigned by the HO / MO or any other Competent Authority

Accounts Assistant

- Responsible for maintaining A/Cs of the project separately
- To maintain A/Cs ledger through double entry system
- To maintain separate Cash Book- head of A/Cs for each type of expenditure is to be recorded in the Cash Book quoting voucher no. , narration of the expenditure stating the name of the party to whom paid and cheque no. etc.
- To scrutinise all the bills submitted by the parties for placement before the Competent Authority for passing and issuance of Pay order
- To prepare Utilisation Certificate along with a summary sheet showing sl. no., vr. no & date, classification head of expenditure and the involved amount by 7th of the following month to the Competent Authority for onward transmission to M & S Cell at SUDA by 10th of the said month
- To perform any other duty as will be assigned by the HO or any other competent Authority

Multipurpose Helper cum Store Keeper cum Clerk

- To despatch and receive office correspondence and maintain office records in appropriate files
- To make list for necessary indents , collections and maintenance of stock and supply of logistics (stationaries, vaccines. FW materials, Forms, booklets, equipments, medicines and the like)
- To assists HO / MO / SI in effective functioning of project activities
- To perform any other duty as will be assigned by the competent Authority

Health Assistant

- Work at office and outdoor in respect of implementation of Primary Health Care, Public Health and National Health Programmes at grass root, Sub-Centre, ward & Municipal level, as will be directed by Health Officer / MO / SI.
- To perform any other duty as will be assigned by the competent Authority

Accounts Assistant

- Responsible for maintaining A/Cs of the project separately
- To maintain A/Cs ledger through double entry system
- To maintain separate Cash Book- head of A/Cs for each type of expenditure is to be recorded in the Cash Book quoting voucher no. , narration of the expenditure stating the name of the party to whom paid and cheque no. etc.
- To scrutinise all the bills submitted by the parties for placement before the Competent Authority for passing and issuance of Pay order
- To prepare Statement of Expenditure (SOE) and Utilisation Certificate (UC) along with a summary sheet showing sl. no. , vr. no & date, classification head of expenditure and the involved amount by 7th of the following month to the Competent Authority for onward transmission to SUDA by 10th of the said month
- To perform any other duty as will be assigned by the AHO or any other competent Authority

Handed over to Sitarak on 5.6.07 .

Computer Assistant

- To develop system as to compare the data of different municipalities.
- To maintain computerised filing system at Health Wing, SUDA.
- To prepare all the reports and returns at Health Wing, SUDA.
- To enter data as and when received from different municipalities.
- To perform any other duty as will be assigned by the MIES Officer.

Clerk cum Storekeeper

- To despatch and receive office correspondence and maintain office records in appropriate files.
- To make list for necessary indents, collection and maintenance of stock and supply of logistics.
- To assists officers of Health Wing, SUDA in effective functioning of project activities.
- To perform any other duty as will be assigned by the competent Authority.

Multipurpose Helper

- Work at office / outdoor as messenger / peon.
- To perform any other duty as will be assigned by Project Officer.

● Medical Officer

- Will be responsible for providing technical and managerial guidance to the Health Officer/ Assistant Health Officer in planning, organising, monitoring and supervision of all health programmes in the municipalities.
- Will visit ULBs regularly to monitor & supervise ongoing health activities.
- Will be responsible for providing technical and managerial guidance to the Health Officer/ Assistant Health Officer in organising training and capacity building programmes.
- Liaison with District Health Offices for establishing the referral services, particularly with RCH and disease control Programme Officers, public health.
- Follow up with HO/AHO for timely submission of Report and Returns.
- Assist in identification of suitable accommodation of CBO's for Sub-Centre jointly with the ULB.
- Facilitate and check the supply of stores, furniture, equipment, medicines and others from SUDA and arrange to maintain Stock Register, and distribution of the same to the appropriate health facilities.
- Detailing out of general work plan along with time frame and monitoring of the work apropos laid down target.
- To conduct periodical review meeting with members of the Management & Supervision Cell of ULB and sometimes with grass root level functionaries and supervise the maintenance of minute book.
- To attend different meetings, seminars / workshops.
- In addition, to perform such other functions as may be entrusted to him by the Project Officer.

DFID Assisted HHW Scheme to 11 New Municipalities

Job Responsibilities

Municipal Management Cell (MMC)

Assistant Health Officer (AHO)

- Technical head for implementation of the programme
- Will function apropos direction of the Project Director and the Chairman
- Will be responsible for monitoring and supervision
- To organise training and capacity building programmes
- Liaison with Supdt. of Sub Division Hospital, Chairman of the ULB, Project Director and Central Co-ordinating Cell (CCC) at SUDA
- Timely submission of Reports & Returns to the ACMOH, Project Director / Chairman and CCC
- Arrange procurement of immunisation and FW materials
- Assist in preparation of Project Proposal
- Identification of NGOs for supporting project activities
- Assist in identification of suitable accommodation of CBOs' for HP / SHP in conjunction with CIC Health and Project Director
- Receive stores, furniture, equipment, medicines and others from CCC and arrange to maintain Stock Register, and distribution of the same to the appropriate health facilities
- Render guidance and instruction to the Part time Medical Officer, Auxiliary Nurse Mid wife (ANM) , Public Health Nurse (PHN) and other personnel of Municipal Management Cell (MMC) for effective functioning of outreach activities
- Detailing out of general work plan along with time frame and monitoring of the work apropos laid down target
- Responsible for local procurement as will be laid down
- To conduct periodical review meeting with grass root level functionaries and personnel of MMC, maintenance of minute book
- To attend different meetings, seminars / workshops
- In addition, to perform such other functions as may be entrusted to him by the Project Director / Chairperson of ULB

DFID Assisted HHW Scheme to 11 New Municipalities (Contd.)

Job Responsibilities

Community Development Officer (CDO)

- To organise community mobilisation through participatory approach.
- To sensitise community regarding project objectives , activities and outcome
- To assist in preparation in writing project proposal based on need assessment of the community, prioritisation , through participatory planning
- Frequent field visit to identify and organise Peer Groups who will take lead role in awareness generation of the community
- To promote gender development in all respect of project activities
- To identify NGOs and CBOs and make close liaison with them so that they can be brought in the fold of project activities for assistance in strengthening project objectives and thus helping in sustenance
- To render assistance to AHO for organising different training programmes
- To help the ULB in taking positive steps for creation of Municipal Health Fund
- Will be responsible to AIIO for maintaining stock ledger of various stores and maintain inventory thereof with regard to receipt and supply to Health Facilities.
- To attend review meeting at MMC level with the grassroot level functionaries
- To keep liaison with CD Specialist of CCC for updating project activities
- To perform such other functions as may be entrusted to him by the Project Director / Chairperson of ULB
- To identify and organise I.E.C. activities
- To organise various out reach services at grass root level

DFID Assisted HHW Scheme to 11 New Municipalities (Contd.)

Job Responsibilities

Public Health Nurse (PHN)

- To conduct training of HHWs , ANMs
- To conduct awareness generation programmes for the community with focus to women , adolescents and children
- To scrutinise field level data ie filled in Family Schedule , Fortnightly / monthly report prepared by HHWs / FTSS and preparation of IIMIS at MMC level and submission to AIIO. To check validity of data by field visits as and when required.
- To supervise and monitor activities of HHWs and FTSS
- To immunise children and pregnant mothers
- To insert IUD to target women
- To maintain and supervise cold chain system, equipment and medicines
- To monitor regularly date of expiry of medicines , vaccines etc.
- To organise family planning camps
- To organise and follow up of referral services
- To perform any other duty as will be assigned by the AHO or any other competent Authority

Data Entry Operator

- To develop system as to compare the data at various level i.e. inter SHPs and HPs and the like
- To maintain computerised filing system at MMC level
- To prepare all the reports and returns at MMC level for onward submission to CCC and other echelons
- To enter data on monthly basis received from HHWs - to maintain consolidated HMIS at SHP, HP and MMC level record
- To perform any other duty as will be assigned by the AHO or any other Competent Authority

DFID Assisted HHW Scheme to 11 New Municipalities (Contd.)

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Accounts Assistant

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- To perform any other duty as will be assigned by the AHO or any other competent Authority

Clerk cum Store Keeper

- To despatch and receive office correspondence and maintain office records in appropriate files
- To make list for necessary indents , collections and maintenance of stock and supply of logistics. (stationaries, vaccines. FW materials, Forms, booklets, equipments, medicines and the like)
- To assists AHO / CD Officer / PHN in effective functioning of project activities
- To perform any other duty as will be assigned by the competent Authority

Attendant

- Work at office / outdoor as messenger / pcon
- To perform any other duty as will be assigned by the MMC / competent Authority

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