

## TERMS OF REFERENCE

### OFFICE ASSISTANT

For

Office of the Chief Medical Officer, Lawngtlai

#### Background

The Mizoram Health Systems Strengthening Project with financial and technical assistance from the World Bank aims to improve the management, quality, accessibility, and delivery of health services in the state of Mizoram at various health facilities and units. With funding from the MHSSP, Office of the Chief Medical Officer, Lawngtlai proposed to engage Office Assistant for efficient execution of Internal Performance Agreement (IPA)

**Contract duration:** 3 months

#### Objective:

The purpose of an Office assistant is to provide confidential office management and support to Chief Medical Officer and his subordinates. S/he will provide a liaison point and assistance on behalf of Chief Medical Officer and to the other District Health Team members as well as to District Quality Manager.

#### Job Responsibilities:

- Overseeing clerical tasks like handling incoming calls, mails and other communications.
- Manage all office correspondence and filing to IPA
- Creating, maintaining, and entering information into databases
- Assist with the procurement of office and project related equipment
- Recording information as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Organizing travel by booking accommodations and reservations needs as required.
- Assist program staff to plan and execute operations, including planning and coordinating meetings
- Performing general office clerk duties and errands.
- Maintaining office equipment as needed.
- Organize logistical and travel arrangements for staff and visitors
- Perform other related duties as required.

**Key Skills:****Qualification(s):**

- Bachelor's Degree (in management studies, Administrative Studies or other related fields is desirable).
- Diploma or certificate in Computer Application or good working knowledge in using basic commuter applications of MS office.

**Skills and Competencies:**

- Good typing skill and certificate in stenography is desirable
- Proficiency in English both written and vocal is desirable.
- High degree of creativity and ability to work within deadlines.
- Experience as an office assistant in related projects or public office will be an added advantage

**Age limit:**

Up to 35 years as on date of advertisement with five years' relaxation for reserved (SC/ST/OBC) category.

**Emoluments:**

Consolidated Pay of Rs. 18,000/- per month

**Reporting:**

The Office Assistant will report to Chief Medical Officer, Lawngtlai.

**Contract Term:**

The assignment is on purely contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government. The contract will be for 3 months at a time and extended based on satisfactory performance.

**General Information:**

Engagement of Office Assistant will be on full-time basis. Short listed candidates will be informed via phone call. Selection will be made on the basis of

- a) Interview
- b) Scrutiny of the original degrees and certificates

All selected candidates will be informed about the outcomes of the interview by phone call. The selected candidates need to report for joining within one week of announcement of results.