



No. MMDSL/HR-1/HIRING/ 2022-23(94)

Dated: 06/12/2023

ADVERTISEMENT

Application from citizens of Meghalaya are urgently required for appointment on a contractual basis for a period of 1 year (renewable) for the following post under Meghalayan Medical Drugs & Services Ltd, Meghalaya.

S No	Name of Post	No. of Posts	Remuneration	Essential Qualification & Experience	Place of Posting
1	Accountant (IPA)	1	As per MMDSL norms	<p>Qualification : Bachelor's degree in Hospital Administration/Health Care Management/Public Health/Business Administration/Financial Management.</p> <p>Skills Required: Computer proficiency and familiarity with MS Word, Excel, and PowerPoint. Experience in managing, monitoring, and supervising projects</p> <p>Experience: 2 or more years of relevant Work Experience.</p>	Shillong

Qualified and interested candidates can submit their applications electronically through Google Form (link below) only, on or before 4pm of the 20th of December 2023 with softcopies of their bio-data, certificates and job experience. The applications of the candidates will be screened and intimated in due course. Any future information updates will be made known via appropriate channels.

Terms & Conditions:

All biodata and testimonials (incl. CV/Resume) are to be scanned and forwarded in a single PDF file <10MB.

The competent authority may relax the minimum years of experience if the number of candidates meeting the requirement is less.

Preference will be given to candidates who are domiciles of Meghalaya.

The office of the undersigned reserves the right to cancel/extend/advertise the same at its own discretion.



MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



Government of Meghalaya

Department of Health & Family Welfare,
DHS Complex, New Colony, Laitumkrah,
Shillong - 793003,
East Khasi Hills,
Meghalaya.

+91-9863033404 / 9863048955
meghmdsl@gmail.com

All applicants are required to fill the Google form via
<https://forms.gle/v4JFuRBcuahUUfSeA>

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S (Managing Director) on 06/12/2023 07:31 AM
(The document is digitally approved and does not require any Seal or Signature in original)



No. MMDSL/HR-1/HIRING/ 2022-23(95)

Dated: 06/12/2023

TERMS OF REFERENCE

FOR IPA ACCOUNTANT UNDER

MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

Title: IPA Accountant

Duty Station: O/o Meghalayan Medical Drugs & Services Ltd, Shillong, Meghalaya

Duration: 1 year (renewable)

Salary: as per MMDSL norms

Scope of Work:

1. Provide support towards development, implementation and evaluation of Internal Performance Agreements (IPA).
2. Facilitate the organization of regular participatory mechanisms for assessment of IPAs by all relevant stakeholders.
3. Provide assistance to the administrative units and all relevant stakeholders.
4. Facilitate the organization of capacity building (training) events for all concerned stakeholders of the project.
5. Monitoring and evaluation of IPA units along the IPA framework and other 'quality' programmes.
6. Extend support to the IPA unit in preparation of Internal Performance Agreement (IPA)'s Action plans and its implementation.
7. Preparing monthly/quarterly data compilation and report writing related to IPA assessments.
8. Support in developing, designing, and continuously monitoring of performance measurement and evaluation framework for IPA and the project in general including resources needed for implementing corrective actions for quality assurance.
9. Provide technical advice and support to the project in innovative service delivery models.
10. Draft necessary reports and documents as per the requirement of the project, and to assist in preparation, drafting minutes of MMDSL meetings.
11. To be available to perform on-call duties as and when required.
12. Any other tasks assigned by the Project.

Qualification:

Bachelor's degree in Hospital Administration/Health Care Management/Public Health/Business Administration/Financial Management.



Experience & Competencies:

1. At least 2 years of experience.
2. Excellent verbal and written communication skills.
3. Computer proficiency and familiarity with MS Word, Excel, and PowerPoint.
4. Experience in managing, monitoring, and supervising projects
5. Ability to complete multiple tasks under pressure and should be a team player.

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S (Managing Director) on 06/12/2023 07:31 AM
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