

TERMS OF REFERENCE : GENERAL MANAGER (PROJECTS)

Role Title : General Manager (Projects)-01

Department : Projects

Pay-scale : Rs 37400-67000, Grade Pay 8900

Qualification, Experience&Essential Knowledge

Basic Qualification & Experience:

- Master Degree in any discipline with minimum 20 years of experience in project/programme management in public health

Desirable:

- Master degree in management/ social work/ rural development/ public health and significant experience at senior management level in oversee management of public health projects would be preferred

Technical Skills:

- Strategic Planning, Project Planning and Management, Sound public health knowledge, Business Development

Behavioural Skills:

- Leadership, Networking, Decision making, Team building, Commercial insight

Role Purpose:

- To direct and control delivery and implementation of projects and activities related to public health projects to ensure that SIFPSA achieves its mission and objectives

Role & Responsibilities:

- Accord approval to departmental plans, targets, strategies and budget and get these approved by higher management;
- Responsible for providing leadership and strategic guidance to programme management and any other technical assistance related projects/ activities;
- Head all departmental project review meetings and ensure the attendance of all relevant functional heads and follow up on the decisions taken;
- Ensure independent periodical checks at delivery methodology being followed and suggest means to restrict deviations;
- Provide managerial leadership, strategic guidance and technical support to GoUP, NHM and Directorates in project/activity planning;
- Ensure timely and proper documentation of best practices and knowledge repository creation;
- Continuously monitor the departmental plans & targets and take corrective actions, if required;
- Maintain an awareness of development in the field of programme management in public health to ensure that SIFPSA continuous to compete effectively;
- Provide advice and guidance to his subordinates on all aspects of programme management;
- Strengthen programme management and technical skills and capabilities of all SIFPSA employees;
- Assist business development department to identify potential business opportunities, liaise with existing and potential clients, guide and review proposals, make client presentations and get business for SIFPSA;
- Any other work assigned by the management.

TERMS OF REFERENCE : GENERAL MANAGER (T&SD)

Role Title : General Manager (T&SD)-01

Department : Training & Skill Development

Pay-scale : Rs 37400-67000, Grade Pay 8900

Qualification, Experience & Essential Knowledge:

Essential Qualification & Experience:

- Bachelors in Medicine or Masters Degree in any discipline with minimum 20 years of experience in training need assessments, training module development, training programme management and delivery, training effectiveness evaluation with significant experience in project management in public health;

Desirable:

- Master Degree in Social Work/ Rural Development/ Management/ Public Health and significant experience at senior management level would be given preference;

Technical Skills:

- Strategic planning, Project planning and management, Training programme management and delivery including effectiveness evaluation, Business development

Behavioural Skills:

- Leadership, Networking, Decision making, Team building, Commercial insight

Role Purpose:

- To direct, manage and control SIFPSA's training and skill development efforts in the area of health and also help the organization to achieve its objectives by leading the department in terms of project implementation and assistance in creation of new as business opportunities

Role & Responsibilities:

- Accord approval to departmental plans, targets, strategies and budget and get these approved by higher management;
- Responsible for providing leadership and strategic guidance to Training & Skill Development related project/ activities;
- Strengthen training needs assessment, training module development, training programme management and delivery and training effectiveness evaluation skills and capabilities;
- Head all project review meetings and ensure the attendance of all relevant functional heads and follow up on the decisions taken;
- Provide managerial leadership, strategic guidance and technical support to GoUP, NHM and Directorates in Training & Skill Development project/activity planning;
- Continuously monitor the departmental plans and targets and take corrective actions, if required;
- Maintain an awareness of developments in the field of training and skill development in public health to ensure that SIFPSA continues to compete effectively;
- Ensure timely and proper documentation of best practices and knowledge repository creation including development of case studies and thought leadership for Training & Skill Development related project/activities;
- Provide advise and guidance to his subordinates on all aspects of training and skill development;
- Any other work assigned by the management from time to time.

TERMS OF REFERENCE : GENERAL MANAGER (REMI)

Role Title : General Manager (REMI)-01

Department : Research, Evaluation, Monitoring & Information (REMI)

Pay-scale : Rs 37400-67000, Grade Pay 8900

Qualification, Experience & Essential Knowledge:

Essential Qualification & Experience:

- Masters Degree in any discipline with minimum 20 years of experience in research & evaluation studies, operations research, knowledge management and IT systems management and significant experience in project management in public health.

Desirable:

- Master Degree in operations research/ statistics/ IT and significant experience at senior management level preferably management of IT operations, applications and data analysis would be preferred;

Technical Skills:

- Strategic planning, Project planning and management including cloud computing, Operations research, Research & evaluation, Statistics & demographics including technical training on STATA, SAS, data analytics, IT systems and network infrastructure, Business development

Behavioural Skills:

- Leadership, Networking, Negotiation, Decision making, Team building, Commercial insight, Interpersonal skills including communication, networking and coordination, Analytical

Role Purpose:

- To direct, manage and control SIFPSA's knowledge management & operations research activities and information systems and help the organization achieve its objectives

Role & Responsibilities:

- Lead the formulation of departmental plans, targets and budget and get these approved by higher management;
- Responsible for successful implementation and delivery of R&E related projects/activities;
- Ensure independent periodical checks at delivery methodology being followed and suggest means to restrict deviations;
- Head all project review meetings and ensure the attendance of all functional heads and follow up on the decisions taken;
- Provide managerial leadership, strategic guidance and technical support to GoUP, NHM and directorate in R&E and IT related activities;
- Ensure periodic evaluations of projects/schemes, documentation of best practices and knowledge repository creation including development of case studies and thought leadership for evaluation studies;
- Overall responsibility of managing the creation and dissemination of knowledge products for SIFPSA;
- Responsible for undertaking high quality operations research in collaboration with partner institutions in the field of health;
- Strengthen monitoring and evaluation, operations research, statistics and demographics skills and capabilities of all SIFPSA employees;
- Oversee and ensure that the management of all data and information flows within SIFPSA is being undertaken through an appropriate information technology application system in a comprehensive manner with high degree of accuracy;
- Ensure that all the users of any information technology application system operating within SIFPSA adhere to the basic minimum requirements with regard to information security, document control, main usage policies, LAN policies etc.;
- Overall responsibility of developing and managing physical, traditional and electronic resources including the SIFPSA website and promoting library as a learning resource centre;
- Maintain an awareness of developments in the field of R&E in public health to ensure that SIFPSA continues to compete effectively;
- Continuously monitor the departmental plans & targets and take corrective actions if required;
- Any other work assigned by the management from time to time

TERMS OF REFERENCE : DY. GENERAL MANAGER (Finance &Accounts)

Role Title : Dy. General Manager (F&A)-01

Department : Finance Division

Pay-scale : Rs 37400-67000, Grade Pay 8700

Qualification, Experience & Essential Knowledge:**Essential Qualification & Experience:**

- Chartered Accountant / Cost Accountant with at least 15 years of experience in executing finance and accounting functions;

Desirable:

- MBA (Finance) would be preferred

Technical Skills:

- Detailed knowledge of financial & accounting standards, regulations and requirements, Knowledge of cost accounting, project costing, cash & fund management, income tax matters, Knowledge of banking operations, fund raising and investment management, Financial modelling, competitive bidding and procurement

Behavioural Skills:

- Leadership, Negotiation, Decision making, Team management, Analytical, Interpersonal skills including communication, networking and coordination

Role Purpose:

- To develop and implement accounting and financial policies for SIFPSA to ensure proper accounting and effective financial management of organizational's affairs with relevant regulations;

Role & Responsibilities:

- Develop and review accounting & financial policies and procedures to ensure that these are communicated and implemented throughout SIFPSA in a way that it achieves its business objectives;
- Maintain day to day control of all accounting systems to ensure the complete and accurate processing of financial data;
- Ensure timely filling of all tax returns and analyze taxation aspects of any agreements made by the organization;
- Supervise timely preparation of financial statements and getting the same certified by the external auditor;
- Preparation and implementation of annual budget for SIFPSA and provide regular updates to senior executives regarding the same to ensure sound management of SIFPSA's finances;
- Assist in providing guidance and technical support to GoUP, NHM and directorates in Finance & Accounts related activities;
- Preparation of regular analysis of income and expenditures to assist management in the budget monitoring process;
- Develop and maintain appropriate arrangements for effective cash management, making payments, collecting receipts, securing banking arrangements, monitoring income and ensure optimum value to the organization;
- Ensure timely collection of payment for services delivered, timely release of payments and expenses, including timely settlement of employee payroll and terminal benefits;
- Ensure that the finance and accounts staff are appropriately trained and motivated and carry out their responsibilities to the required standards and provide guidance on the interpretation and implementation of financial regulations and accountancy codes of practice;
- Any other work, assigned by the the management.

TERMS OF REFERENCE : DY. GENERAL MANAGER (T&SD)

Role Title : Dy. General Manager (T&SD)-01

Department : Training & Skill Development

Pay-scale : Rs 37400-67000, Grade Pay 8700

Qualification, Experience & Essential Knowledge:**Essential Qualification & Experience:**

- Bachelors in Medicine or Masters Degree in any discipline with minimum 15 years of experience in training needs assessment, training module development, training programme management and delivery, training effectiveness evaluation and significant experience in project management in public health.

Desirable:

- Masters Degree in Social Work/ Rural Development/ Management/ Public Health would be given preference

Technical Skills:

- Project planning and management, Training needs assessment, training content development & delivery, training effectiveness evaluation, Business development

Behavioural Skills:

- Leadership, Negotiation, Team management, Interpersonal skills including communication, networking and coordination, Analytical

Role Purpose:

- Assist in directing, managing and controlling SIFPSA's training and skill development efforts in the field of health and also help the organization achieve its objectives by leading and managing training and skill development related project management and business development.

Role & Responsibilities:

- Lead the formulation of departmental targets, strategies and budget and get these approved by higher management;
- Provide managerial leadership in project/activity planning related to Training & Skill development;
- Responsible for successful and timely implementation and delivery of Training & Skill Development related project/activities and their assessment of progress against approved plans;
- Assist in strengthening of training needs assessment, training module development, training programme management and delivery and training effectiveness evaluation skills and capabilities;
- Ensure preparation of training reports and documentation of the key results/ lessons, experiences of the programmes and ensure that the programme reports captures the results of the programme being implemented;
- Assist in providing strategic guidance and technical support to GoUP, NHM and Directorates in Training & Skill Development project/activity planning;
- Maintain an awareness of developments in the field of training and skill development in public health to ensure that SIFPSA continues to compete effectively;
- Continuously monitor the departmental plans and targets, keep higher management informed about the same and take corrective actions, if required;
- Monitor the departmental plans & targets and review situation on quarterly basis for informing to the higher officers for decision making;
- Conduct regular field visits to monitor the progress of various training programmes/activities and submit reports & suggest actions, required to fill the gaps;
- Provide advice and guidance to his subordinates on all aspects of training and skill development;
- Any other work assigned by the management.

TERMS OF REFERENCE : DY. GENERAL MANAGER (IEC)

Role Title : Dy. General Manager (IEC)-01

Department : Information, Education & Communication (IEC)

Pay scale : Rs 37400-67000, Grade Pay 8700

Qualification, Experience & Essential Knowledge:**Essential Qualification & Experience**

- Masters degree in any discipline with minimum 15 years of experience in publicity, mass media, public relation and mass communication and significant experience in project management in public health.

Desirable:

- Masters degree in Mass communication/ advertising/ public relations and significant experience at senior management level would be preferred.

Technical Skills:

- Strategic planning, Project planning and management, Media planning and mass communication, Advertising and publicity, Community engagement and Business development

Behavioural Skills:

- Leadership, Networking, Negotiation, Decision making, Team building, Commercial insight, Interpersonal skills including communication, networking and coordination, Analytical

Role Purpose:

- To direct, manage and control SIFPSA's public education and promotion in the field of health and also help the organization achieve its objectives by managing projects and leading business development in the area of IEC and BCC.

Role & Responsibilities:

- Lead the formulation of departmental plans, targets, strategies, budget and get these approved by higher management.
- Provide managerial leadership and strategic guidance in project/activity planning;
- Responsible for successful implementation and delivery of IEC and BCC related projects/ activities and review of existing IEC/BCC strategies, plans, messages, tools and materials;
- Head all project review meetings and ensure the attendance of all relevant functional heads and follow up the decisions taken;
- Act as a focal point of contact between IEC and BCC related project/activities and the higher management;
- Provide managerial leadership, strategic guidance and technical support to GoUP, NHM and Directorates in IEC and BCC related project/activity planning;
- Ensure documentation of conceptualizing and pilot testing innovative projects related to IEC and BCC in public health and develop a communication & advocacy strategy to meet the needs of the programme;
- Compile and collate existing health promotion/ IEC resource and develop a resource hub for IEC;
- Responsible for brand building and public relations activities for promoting public image of the organization – publicity material development, documentation of IEC activities, campaign designing, communication & dissemination, media management etc.;
- Responsible to ensure writing program specific content, script writing for plays, appropriate slogan development for various health campaigns and understanding and interpreting various health scheme briefs;
- Advice on the appropriate mix of materials to be developed as per the specific request for the communication campaigns and creating prototypes/ artworks for the same;
- Responsible for high quality campaign designing, developing, deploying, websites and web applications;
- Interact closely with the programme and develop innovative ideas for health promotions in different settings;
- Coordinate with print and electronic media to organize press briefings and subsequently prepare and disseminate press releases;
- Assess and strategize digital assets and platform functions on given projects;
- Ensure development of creative graphics and content suitable for social media such as Face Book, You tube, Twitter etc.;
- Continuously monitor the project plans and targets in consultation with his seniors and take corrective actions, if required;
- Provide advice and guidance to the subordinates on all aspects of IEC/BCC;
- Any other work assigned by the management from time to time.

TERMS OF REFERENCE : DY. GENERAL MANAGER (Internal Control)

Role Title : Dy. General Manager (Internal Control)-01

Department :Internal Control Division

Pay-scale : Rs 37400-67000, Grade Pay 8700

Qualification, Experience & Essential Knowledge:

Essential Qualification & Experience:

- Chartered Accountant / Cost Accountant with at least 15 years of experience in conducting audits and executing internal control functions and significant experience at the senior management level

Desirable:

- MBA (Finance) would be preferred

Technical Skills:

- Detailed knowledge of financial & audit standards, regulations and requirements, Knowledge of cash and fund management and investment management, Risk analysis techniques

Behavioural Skills:

- Leadership, Networking, Decision making, Team building, Commercial insight

Role Purpose:

- To direct and control the internal control function ensuring that all financial standards, regulations and statutory provisions are complied, that there are the appropriate financial controls to ensure the efficient, effective and proper use of resources, and that the technical/ operational processes of SIFPSA are strengthened and policy compliant.

Role & Responsibilities:

- Leading the planning process within the internal control function, reviewing strategy and plans, ensuring the timely availability of reports justifying current plans, procedures and practices;
- Review and accord approval to the annual budget prepared for internal control services, monitor expenditure against the budget and take corrective actions if required;
- Ensure timely development, initiation and completion of annual audit plan programme and ensure that all functions are subject to systematic review including compliance with financial and statutory requirements;
- Monitor the conduct of internal audits and monitor organization wide compliance with technical and operational standards and specifications and initiate action to correct non-compliance;
- Freeze on the parameters for audit of all the units and also responsible for establishment of audit programmes, schedules, procedures, policies and manuals;
- Ensure finalization of audit reports and submit periodical reports to the management on important audit findings requiring attention and ensure implementation of any actions agreed;
- Responsible for agreeing with the external auditors the scope of support to be given for external audit, maintaining a working relationship with external auditors etc.,
- Review the investment proposals prepared and forward the same to GM (F&A) and management for making investment decisions;
- Supervise conduction of periodic evaluation of programmes;
- Assist and apprise the top management in achieving the overall objectives of the society through efficient performance of the departments;
- Direct and control all internal control staff to ensure that they are appropriately motivated & trained and carry out their responsibilities to the required standards;
- Overseeing any other internal controls related matters of SIFPSA;
- Any other work assigned by the the management.

TERMS OF REFERENCE : DY. GENERAL MANAGER (Human Resource, Administration & Procurement)

Role Title : Dy. General Manager (HAP)-01

Department :HAP Division

Pay-scale : Rs 37400-67000, Grade Pay 8700

Qualification, Experience & Essential Knowledge:

Essential Qualification & Experience:

- Masters degree in any discipline with at least 15 years of experience in executing human resource and administration functions at a senior management level and prior experience of procuring high valuable immovable assets like office space;

Desirable:

- Masters degree in human resource management or personnel management/ diploma in procurement or material management or office administration would be preferred.

Technical Skills:

- Strong HR domain and legal knowledge, Advancement in human resource management field – recruitment,/selection approach, competency enhancement etc., Procurement and contract management and Material and quality management.

Behavioural Skills:

- Change leadership, Negotiation, Decision making, Team building and People management

Role Purpose:

- To help ensure that SIFPSA achieves its objectives and makes the best use of its employees by developing, implementing and maintaining innovative, effective and forward looking human resource strategies, practices and procedures

Role & Responsibilities:

- Leading the planning process with HAP function reviewing strategy plans, policies and procedures; their availability, accessibility, communication and compliance and ensure that these are implemented throughout SIFPSA in a way that supports business objectives;
- Review and accord approval to the annual budget of HAP services, monitor expenditure and take corrective actions if required;
- Supervise manpower planning and recruitment related activities including personal involvement in the recruitment of executive and senior management positions to ensure that SIFPSA has staff of the right caliber to enable it to meet its corporate objectives;
- Approve work allocation of employees and maintain all necessary personnel procedures and information systems;
- Supervise wages and salary administration of all SIFPSA employees;
- Oversee training and development activities including approving training budget and monitoring its utilization, conducting induction and orientation training;
- Oversee performance appraisal and promotion activities including personal involvement in succession planning, job rotations and performance incentives etc.;
- Encourage and maintain sound employee relations by undertaking all necessary consultation and negotiation with employees, by appropriate sanctioning of leaves and allowances, proper resolution of employee grievances, by timely payment of salary and settlement of accounts etc;
- Overall responsibility of hiring and maintenance of office buildings including its equipments, vehicles, furniture and fixtures etc.,
- Overall monitoring of the entire procurement process and material management activity for entire SIFPSA making purchasing decisions;
- Ensure proper maintenance of service books and other personnel records, proper store accounting and record maintenance, timely generation of various HAP reports and circulars;
- Direct and control all HAP staff to ensure that they are appropriately motivated and trained and carry out their responsibilities;
- Overseeing any other HAP related matters of SIFPSA
- Any other work assigned by the the management.

TERMS OF REFERENCE : PROGRAMME OFFICER (IEC)

Role Title : Programme Officer (IEC)-02

Department : Information, Education & Communication (IEC)

Pay scale : Rs. 15600-39100, Grade Pay 7600

Qualification, Experience& Essential Knowledge:

Essential Qualification & Experience:

- Graduate degree in any discipline with minimum 10 years of experience in publicity, mass media, public relation and mass communication with significant experience in project management in public health;

Desirable:

- Masters degree in mass communication/advertising/public relations would be preferred

Technical Skills:

- Media planning and mass communication, Advertising and publicity, Community engagement, Proposal Writing, Project planning and management, Advanced computers especially with MS Office Suite (Word, Excel, Power Point, Access and Outlook)

Behavioural Skills:

- Planning and organizing, Time Management, Interpersonal skills including communication and coordination, Analytical

Role Purpose:

Assist his senior in providing technical assistance and support such as content and material development, campaign designing, communication and dissemination etc. thereby helping organization to achieve its objectives in the area of IEC/BCC.

Role & Responsibilities:

- Assist in formulating departmental plans, targets, strategies and budget.
- Provide assistance in planning,successful implementation and delivery of IEC and BCC related projects/ activities;
- Work with State govt. counterparts, NHM and other health partners to develop, implement, monitor and report onIEC and BCC related project/activity planning;
- Document best practices and create knowledge repository – case studies and thought leadership for IEC and BCC related projects and liasie with REMI department for the same;
- Responsible for writing program specific content, script writing for plays, appropriate slogan development for various health campaigns and understanding and interpreting various health scheme briefs;
- Assist in brand building and public relations activities for promoting public image of the organization – publicity material development, documentation of IEC activities, campaign designing, communication & dissemination, media management etc.;
- Assist for high quality campaign designing, developing, deploying, websites and web applications;
- Coordinate with print and electronic media to organize press briefings and subsequently prepare and disseminate press releases;
- Assist in development of creative graphics and content suitable for social media such as Face Book, You tube, Twitter etc.;
- Continuously monitor the project plans and targets in consultation with his senior and take corrective actions, if required;
- Any other work assigned by the management.

TERMS OF REFERENCE : PROGRAMME OFFICER (T&SD)

Role Title : Programme Officer (T&SD)-02

Department : Training & Skill Development

Pay-scale : Rs. 15600-39100, Grade Pay 7600

Qualification, Experience & Essential Knowledge:

Essential Qualification & Experience:

- Graduate degree in any discipline with minimum 10 years of experience in training need assessments, training module development, training programme management and delivery, training effectiveness evaluation with significant experience in project management in public health.

Desirable:

- Masters Degree in Social Work/ Rural Development/ Management/ Public Health would be given preference

Technical Skills:

- Training need assessment, training content development & delivery, training effectiveness evaluation, Project planning and management, Advanced computers especially with MS Office Suite (Word, Excel, Power Point, Access and Outlook)

Behavioural Skills:

- Planning and organizing, Time management, Interpersonal skills including communication and coordination, Analytical

Role Purpose:

- Assist his senior in providing technical assistance and support such as training needs assessment, training content and module development, training programme management and delivery, training infrastructure assessment and effectiveness evaluation etc. in the field of health, thereby helping SIFPSA achieve its strategic and business objective.

Role & Responsibilities:

- Assist in formulating departmental plans, targets, strategies and budget;
- Provide assistance in project/activity planning related to Training & Skill development;
- Provide assistance in successful implementation and delivery of Training & Skill Development related project/activities;
- Assist in strengthening of training needs assessment, training module development, training programme management and delivery and training effectiveness evaluation skills and capabilities;
- Document best practices and create the knowledge repository – case studies and thought leadership for Training & Skill development related projects/activities and liaise with REMI department for the same;
- Maintain an awareness of developments in the field of training and skill development in public health to ensure that SIFPSA continues to compete effectively;
- Work with State govt. counterparts, NHM and other health partners to develop, implement, monitor and report on training and skill development programme activities;
- Continuously monitor the departmental plans and targets in consultation with his senior and take corrective actions, if required;
- Assist in preparation of training reports and documentation of the key results/ lessons, experiences of the programmes and ensure that the programme reports captures the results of the programme being implemented;
- Conduct regular field visits to monitor the progress of various training programmes/activities and submit reports & suggest actions, required to fill the gaps;
- Any other work assigned by the management.

TERMS OF REFERENCE : PROGRAMME OFFICER (PROJECTS)

Role Title : Programme Officer (Projects)-03

Department : Projects

Pay-scale : Rs. 15600-39100, Grade Pay 7600

Qualification, Experience & Essential Knowledge:**Essential Qualification & Experience:**

- Graduate degree in any discipline with minimum 10 years of experience in programme/project management in public health.

Desirable:

- Master Degree in Social Work/ Rural Development/ Management/ Public Health and significant experience of management of IT applications would be given preference

Technical Skills:

- Sound public health knowledge, Proposal writing, Project planning and management, Advanced computers especially with MS Office Suite (Word, Excel, Power Point, Access and Outlook)

Behavioural Skills:

- Planning and organizing, Time management, Interpersonal skills including communication and coordination, Analytical

Role Purpose:

- Assist his senior in providing programme management and other technical assistance and support in the field of public health, thereby helping SIFPSA achieve its strategic and business objectives.

Role & Responsibilities:

- Assist in formulating departmental plans, targets, strategies and budget;
- Provide assistance in project/ activity planning;
- Assist in implementing and delivering projects;
- Assist in documentation of best practices and create the knowledge repository – case studies and thought leadership for projects/activities carried out by the department and liaise with REMI department for the same;
- Maintain an awareness of developments in the field of programme management in public health to ensure that organization continues to compete effectively;
- Assist in conducting technical and financial feasibility assessment of bids, write and edit proposals, manage various formalities associated with EoIs and RFPs and coordinate with Business Development department on regular basis;
- Work with State govt. counterparts, NHM and other health partners to develop, implement, monitor and report on programme activities including work plans, budgets and reports for capacity building;
- Assist in preparation of programme reports and ensure documentation of the key results/ lessons, experiences of the programmes and ensure that the programme reports captures the results of the programme being implemented;
- Monitor the departmental plans & targets and review situation on quarterly basis for informing to the higher officers for decision making;
- Develop and produce documents, reports and presentations according to the programme for internal programme needs and external dissemination;
- Conduct regular field visits to monitor the progress of various programmes/activities and submit reports & suggest actions, required to fill the gaps;
- Any other work assigned by the management from time to time.

TERMS OF REFERENCE : MANAGER (Internal Control)

Role Title Manager (Internal Control)-01

Department : Internal Controls

Pay-scale : Rs 15600-39100, GP 7600

Qualification, Experience & Essential Knowledge:

Essential Qualification & Experience:

- Chartered Accountant / Cost Accountant with at least 10 years of experience in conducting audits and executing internal controls functions

Desirable:

- MBA (Finance) would be preferred

Technical Skills:

- Detailed knowledge of financial & audit standards, regulations and requirements, Knowledge of cash and fund management and investment management, Risk analysis techniques, Advanced computers especially with MS Office Suite (Word, Excel, Power Point, Access and Outlook)

Behavioural Skills:

- Eye for detail and accuracy, Decision making, Team management, Analytical, Interpersonal skills including communication, networking and coordination

Role Purpose:

- To implement, review and evaluate internal control systems and procedures to ensure that management policies are being complied with, assets are safeguarded, information is maintained in a secure and accurate manner and legal requirements are complied with.

Role & Responsibilities:

- Develop and review internal control policies and procedures and ensure that these are communicated and implemented throughout SIFPSA in a way that it identifies problems and weakness and provides effective control;
- Prepare the annual budget prepared for internal control services, monitor expenditure against the budget and take corrective actions if required;
- Assist in developing and implementing an annual audit plan;
- Carry out internal audits and compliance testing to ensure that procedures operating effectively with appropriate controls and recommended changes where necessary;
- Carry out review of specific critical functions and processes to promote best value and recommend improvements;
- Analyze audit results, prepare audit report and recommend corrective action based on important audit findings;
- Follow up on the progress of implementation of various decisions undertaken on the basis of audit reports and thus resulting in efficient performance of the departments;
- Risk management of project proposals;
- Identify surplus funds that can be invested and the time period for which the funds can remain invested;
- Assist in ensuring that the internal control staff are appropriately motivated and trained and carry out their responsibilities to the required standards;
- Overseeing any other internal controls related matters of SIFPSA;
- Any other work, assigned by the the management.

TERMS OF REFERENCE : MANAGER (Human Resource)

Role Title : Manager (HR)-01

Department : HAP Division

Pay-scale : Rs 15600-39100, GP 7600

Qualification, Experience & Essential Knowledge:

Essential Qualification & Experience:

- Graduate degree with at least 10 years of experience in executing human resource functions

Desirable:

- Masters degree in human resource management/ personnel management would be preferred.

Technical Skills:

- Strong HR domain and legal knowledge, Advancement in human resource management field – recruitment,/selection approach, competency enhancement, procurement and contract management, Material management

Behavioural Skills:

- Leadership, Relationship building and resourcefulness, Decision making, Negotiation, Team management, Interpersonal skills including communication, networking and coordination

Role Purpose:

- To direct and control HR functions to provide a comprehensive and professional personnel support services to SIFPSA

Role & Responsibilities:

- Develop and review HR policies and procedures and ensure that these are communicated and implemented throughout SIFPSA in a way that supports business objectives;
- Prepare the annual budget of Human Resource, monitor expenditure against the budget and take corrective actions, if required;
- Manpower planning and recruitment related activities – developing manpower projection models and approving manpower requirements;
- Training and development related activities for SIFPSA employees - developing training and development strategy for SIFPSA to support it's business plan and to ensure that staff has the necessary skills to meet their objectives;
- Performance appraisal and promotion activities to ensure that all the existing and new employees are appropriately trained on the application of the Performance Appraisal System;
- Wage and Salary administration related activities for SIFPSA employees – design and implement job evaluation methods and processes;
- Responsible for all employee services related activities for SIFPSA;
- Handle employee related legal matters for SIFPSA employees;
- Handle all employee welfare and organizational development related activities like organizing leisure/ recreation activities, conducting satisfaction survey etc.,
- HRIS database management and ownership – coordination with all departments for same and generating various reports;
- Overseeing any other HR related matters of SIFPSA
- Any other work, assigned by the the management.