



STATE HEALTH SYSTEMS RESOURCE CENTRE, MEGHALAYA

TERMS OF REFERENCE

Health System Fellows (SHSRC)

The **State Health Systems Resource Centre (SHSRC)**, Meghalaya is in the process of designing and implementing a competency-based capacity-building pilot in North Garo Hills district. The objective of the pilot is to test the implementation of a competency-based approach to capacity building of health workers before consideration of scale-up at the State level.

To support effective implementation of the pilot, SHSRC invites applications from eligible candidates for contractual positions of **Health Systems Fellows**.

The Health Systems Fellows will be stationed in North Garo Hills and will provide field-level programme management, stakeholder coordination, operational support, and social research assistance to support effective implementation of the pilot.

1. **Job Position:** Health System Fellow, State Health Systems Resource Centre (SHSRC)
2. **Number of Vacancies:** 2
3. **Type and Duration of Engagement:** Full-time contractual position for a period of 12 months.
4. **Reporting:** The selected candidates will report jointly to the **Senior Consultant – Human Resources for Health, SHSRC** and the **Senior Training Consultant, RHFUTC**.
5. **Scope of Work:** The position will involve close coordination with district health authorities, facility teams, relevant State programmes, RHFUTC, SHSRC and other stakeholders involved in the competency-based capacity-building pilot.

Key Responsibilities will include:

A. Programme Management and Implementation Support

- Support the SHSRC and RHFUTC teams in the planning, coordination, and day-to-day implementation of the competency-based capacity-building pilot in North Garo Hills.
- Coordinate district- and facility-level activities in line with the agreed implementation plan, timelines, and milestones.
- Maintain programme trackers and regularly update the status of planned and completed activities.
- Monitor implementation progress and flag delays, operational bottlenecks, and issues requiring support or escalation.



- Support scheduling and coordination of training, competency assessment, mentoring, coaching, field visits and other programme activities.
- Coordinate with participating facilities and health cadres to ensure readiness for planned activities.
- Coordinate with relevant district and block-level officials to facilitate implementation of programme activities.
- Support communication between State-level programme teams and district/facility-level stakeholders.
- Support programme reviews through compilation of implementation updates, field observations, and relevant data.
- Assist SHSRC and RHFUTC in identifying implementation challenges and supporting timely corrective action.

B. Field Operations, Logistics and Administrative Support

- Provide on-ground logistical and administrative support for training, assessment, mentoring, review meetings, field visits and other programme activities.
- Coordinate arrangements relating to venues, participant mobilisation, travel, accommodation, materials, equipment and other approved logistical requirements.
- Support movement and availability of programme-related materials and resources at participating facilities.
- Maintain appropriate records of programme activities, attendance, logistics and other field-level documentation.
- Identify operational issues affecting implementation and coordinate with relevant stakeholders to resolve them.
- Support any other field-level operational requirements necessary for timely implementation of the pilot.

C. Social Research and Community-Level Learning

- Support SHSRC and RHFUTC in conducting social research to identify barriers affecting uptake of health services by community members in the pilot area.
- Support the development and administration of qualitative and/or quantitative data-collection tools, as directed by the SHSRC and RHFUTC.
- Conduct field interviews, key informant interviews, focus group discussions, observations and other approved data-collection activities.

- Engage with community members and relevant stakeholders to understand barriers, perceptions, behaviours and contextual factors affecting health–service uptake.
- Support transcription, organisation, coding and synthesis of field data and qualitative findings.
- Identify key themes and emerging insights from community–level research and communicate these to the SHSRC and RHFUTC teams.
- Support the integration of relevant social and community insights into programme implementation and adaptation.
- Ensure appropriate confidentiality, ethical conduct and informed participation in all field research activities.

6. **Essential Qualification:**

Graduate or postgraduate qualification in public health, social work, management, psychology, or other relevant social science discipline from a recognised institution.

7. **Desirable Experience:**

- Experience in programme management or implementation support.
- Experience working with government health systems, district administrations or public health facilities.
- Experience in stakeholder coordination and field–level programme implementation.
- Experience in social research, qualitative research, community engagement, interviews, focus group discussions or data collection.
- Experience in documentation, report writing, and preparation of case studies.

8. **Desirable Skills:**

- Strong programme coordination, organisational and follow–up skills.
- Good written and oral communication skills.
- Ability to work effectively with government officials, health workers, community members and other stakeholders.
- Proficiency in Microsoft Office and Google Workspace applications, particularly word processing, spreadsheets and presentations.
- Ability to work independently in a field setting and manage multiple responsibilities.
- Strong problem–solving ability, adaptability, initiative, and reliability.
- Willingness to travel extensively within North Garo Hills and work at health facilities and community locations.



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- The ability to speak Garo will be advantageous.

9. **Remuneration:** Monthly remuneration of **INR 50,000** will be provided.

10. **To apply** for this role, please fill in the application form by clicking on this [link](#).

Last Date to Apply: **26 October 2026**

Only shortlisted candidates will be contacted for the second round of recruitment and personal interviews.

Sd/-

Ramkumar S., IAS

Mission Director

National Health Mission



STATE HEALTH SYSTEMS RESOURCE CENTRE, MEGHALAYA

TERMS OF REFERENCE

Nursing Consultant (RHFUTC)

The **State Health Systems Resource Centre (SHSRC)**, Department of Health and Family Welfare, Government of Meghalaya, invites applications from eligible candidates for the positions of **Nursing Consultants**

The Nursing Consultants will provide clinical, technical and capacity-building support to District Hospitals and other identified health facilities, while also contributing to the strengthening of RHFUTC's technical capacity for nursing education, competency development, clinical mentorship and workplace-based learning.

The Consultants will also support RHFUTC and the State in designing, implementing, documenting and learning from competency-based capacity-building initiatives.

The positions will be based at the **Regional Health & Family Welfare Training Centre (RHFUTC)**, **Shillong**, with extensive travel to health facilities across Meghalaya.

1. **Job Position:** Nursing Consultant, Regional Health & Family Welfare Training Centre (RHFUTC)
2. **Number of Vacancies:** 6
 - Obstetrics & Gynaecology Nursing Specialisation – **2 positions**
 - Paediatrics Nursing Specialisation – **2 positions**
 - Medical-Surgical Nursing Specialisation – **1 position**
 - Community Health Nursing Specialisation – **1 position**
3. **Type and Duration of Engagement:** Full-time – one-year contractual position, extendable on performance basis with an initial probation period of three months
4. **Reporting:** The Consultants will be part of the RHFUTC team and will report to the Principal – RHFUTC.
5. **Scope of Work:** The Nursing Consultants will work with District Hospitals and other identified health facilities to strengthen the quality and functioning of clinical services and will support RHFUTC and the State in strengthening competency-based capacity-building systems.





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Key Responsibilities will include:

A. Supportive Supervision and Facility Support

- Undertake regular supportive visits to District Hospitals and other identified health facilities.
- Observe clinical practices and service workflows and identify areas where nursing and clinical teams may require support.
- Work with facility teams to understand practical barriers affecting the delivery of safe, consistent, and quality care.
- Support facility teams in identifying and implementing practical solutions to problems affecting clinical services.
- Follow up on agreed actions and support facilities in sustaining improvements.
- Identify issues that require escalation to appropriate district or State-level authorities.
- Support facility teams in strengthening clinical documentation, communication, referral, escalation and continuity of care.

B. Clinical Mentorship and Coaching

- Provide clinical mentorship and on-the-job coaching to nursing and relevant clinical teams within the Consultant's area of specialisation.
- Support staff to strengthen clinical assessment, patient monitoring, early recognition of deterioration, and appropriate escalation of care.
- Support nursing superintendents/nursing in-charges and clinical teams in strengthening day-to-day clinical practice.
- Provide mentorship and orientation support to newly appointed or transferred nursing staff, where required.
- Support facility-based learning and workplace-based application of competencies gained through training and other capacity-building activities.
- Identify recurring clinical competency gaps and provide recommendations to RHFUTC for further capacity-building support.

C. Competency Building and Capacity Development

- Identify clinical knowledge and skills gaps among nursing and relevant clinical teams through observation, field visits, discussions, assessments, and review of available information.
- Support the development and refinement of competency frameworks, competency standards, assessment tools, mentoring approaches, job aids, learning resources and other materials related to nursing practice.



- Contribute to the State's and RHFUTC's goal-based competency-building initiatives for nursing and other relevant health cadres.
- Systematically document the implementation of goal-based competency-building initiatives undertaken by RHFUTC and/or the State.
- Document the approaches used, implementation experiences, challenges, adaptations, emerging learning and outcomes of competency-building initiatives.
- Participate in training, coaching, demonstrations, skill-building sessions, simulation-based learning and other capacity-building activities, as required.
- Support post-training follow-up and workplace-based application of competencies.
- Provide inputs on training needs and priority areas for future capacity-building and clinical support.
- Support RHFUTC in strengthening systems and processes for competency assessment, mentoring, follow-up and continuous learning.

D. Capacity Strengthening of RHFUTC

- Support RHFUTC in strengthening its technical capacity in nursing education, clinical mentorship, competency assessment, and workplace-based capacity building.
- Provide technical inputs to the development and updating of nursing-related training modules, curricula, teaching materials, skill-lab resources, competency assessment tools, and other learning resources.
- Support RHFUTC trainers and technical personnel through mentoring, knowledge-sharing and technical sessions in relevant areas of nursing practice.
- Contribute to strengthening RHFUTC's understanding of facility-level clinical challenges and their implications for health workforce capacity-building.
- Support the development and institutionalisation of systems for documenting training, clinical mentoring, competency assessment and follow-up.
- Coordinate with relevant State-level institutions, programmes and stakeholders on nursing and competency-building priorities.

6. Essential Qualification: Master's degree in nursing (MSc Nursing) in the relevant specialisations:

- Obstetrics & Gynaecology Nursing
- Paediatric Nursing
- Medical-Surgical Nursing
- Community Health Nursing

- Valid registration with the relevant Nursing Council.

7. Desirable Experience:

- Relevant post-qualification clinical experience.
- Experience working in a District Hospital or secondary/tertiary care hospital.
- Experience in clinical teaching, mentorship or supervision.
- Experience in competency-based education, competency assessment or capacity-building initiatives.
- Experience in quality improvement, supportive supervision or patient safety.
- Experience in emergency and intensive care relevant to the area of specialisation.
- Experience working in a government health facility or public health system.
- Experience in implementation of clinical standards or quality improvement initiatives.
- Experience in development or documentation of training, capacity-building or learning initiatives.
- Experience in preparation of reports, case studies, learning notes or other technical documentation.

8. Desirable Skills:

- Good communication and interpersonal skills.
- Ability to work effectively with multidisciplinary teams.
- Ability to provide clinical mentorship and coaching in a supportive and non-judgemental manner.
- Ability to translate clinical and competency gaps into practical capacity-building approaches.
- Good documentation, analytical, and report-writing skills.
- Proficiency in Microsoft Office and Google Workspace applications.
- Willingness to undertake extensive travel across Meghalaya.
- Ability to speak and write in any local language (Khasi, Garo, or Pnar) is advantageous.

9. Remuneration: Monthly remuneration of INR 70,000 will be provided.



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