



TERMS OF REFERENCE FOR THE POST OF SENIOR MANAGER

Position: SENIOR MANAGER

Qualifications: MBA or Masters in Health Management/Insurance or equivalent from a recognised University or reputed Institute

Experience: Minimum 10 years experience in health insurance/assurance sector in senior management position. Demonstrated competency in supervisory and interpersonal skills. Superior management and leadership qualities in order to liaise effectively with management, senior staff, staff of parity organizations and government officials. Knowledge of local language will be an advantage. Excellent oral and written communication skills in English

Place of Duty: The normal place of work for the party will be the office of the State Nodal Cell (SNC), Atal Amrit Abhiyan Society, Assam

He/She shall work under the overall guidance and supervision of the Chief Executive Officer, Atal Amrit Abhiyan Society, Assam and will be directly responsible for the following tasks:

Job Purpose:

Provide support for the overall success in the implementation of the Atal Amrit Abhiyan, Assam. The Sr. Manager is expected to supervise the operational execution of the scheme and ensure that the efficiency, relevance and impact of Atal Amrit Abhiyan in the state of Assam is maximized. He/She would ensure the day to day success of the scheme at the field level. The Senior Manager will also be responsible for maintenance of the day to day administrative works of the SNC/Society.

Key Responsibilities:

1. Oversee the work of the Implementation Support Agency and support and guide the team at the State Nodal Cell for smooth functioning of the scheme
2. To guide and ensure promotion of the scheme amongst the target beneficiaries by providing support in organizing health camps and activities related to information, education and communication throughout the state
3. Ensure compliance with the procedural requirements and implement governance arrangements as mandated in the implementation guidelines of Atal Amrit Abhiyan or by Governing Committee from time to time
4. Execute a seamless information system on reporting, monitoring and evaluation of the performance outcomes of the ISA and different functionaries and entities involved in the scheme.
5. To maintain the daily functions/administrative and other works of the Society/SNC.

Compensation: Best in the industry which is negotiable.