

TERMS OF REFERENCE FOR THE POST OF OPERATIONS EXECUTIVE

Position: OPERATIONS EXECUTIVE

Qualification: Full time MBA from a recognized Institute/University.

Experience: Minimum 2 years in related sector

Place of Duty: The normal place of work for the party will be the office of the State Health Agency (SHA), Assam.

He/She shall work under the overall guidance and supervision of the Senior Operations Manager, SHA and will be directly responsible for the following tasks:

Job Purpose:

Provide support for the overall success in the implementation of different schemes under AAAS. The Operations Executive is expected to provide overall support to the Operations Manager. He/she would oversee and be responsible for the speedy execution of proposals once received from the field level in order to ensure the efficiency, relevance and impact of the different schemes in the state of Assam is maximized.

Key Responsibilities:

- Assisting the Operations Manager in supervising the Key Control System w.r.t. veracity of claims and their speedy disposal.
- Adopting methods and monitoring the swift settlement of the claims once received from the field level.
- Ensuring compliance with the procedural requirements as set up in the implementation guidelines of the Schemes.
- Monitoring the information system about the performance outcomes of different functionaries and entities provided for in the scheme.
- Coordinate with ISA and all other stakeholders for smooth implementation of the Schemes.
- Regular coordination with NHA/SHA for better monitoring of the Schemes.
- Attend meetings on behalf of the Society with various stakeholders and analyse MIS/reports and propose suggestions for increasing uptake of the Schemes.
- Any other responsibilities as and when assigned by the authority.

Compensation: The compensation for the post will be Rs. 40,000/- per month consolidated.