

**GOVERNMENT OF MIZORAM
OFFICE OF THE MEDICAL OFFICER
PRIMARY HEALTH CENTRE : BUKPUI**

**Group D Staff
For
Primary Health Centre , Bukpui**

Background:

The Mizoram Health Systems Strengthening Project with financial and technical assistance from the World Bank aims to improve the management, quality, accessibility, and delivery of health services in the state of Mizoram at various health facilities and units. With funding from the MHSSP, PHC Bukpui is planning to recruit one Group D staff who can also for efficient execution of Internal Performance Agreement (IPA)/ MHSSP and NQAS related.

Contract duration: 3 months (i.e November 2024 – January 2025)

Objective: To improve healthcare service in OPD and IPD.

Scope of work: The Group D staff will aid services such as housekeeping, cooking and any other works concerning the well being of patients both in the Out Patient and In Patient Department. He/ She will report to the Medical Officer, PHC Bukpui.

Job responsibility:

1. To perform any housekeeping works assigned.
2. To assist the doctor and nursing officers in case of admitted patients and labour room.
3. To strengthen the existing Group D strength in improving the overall cleanliness and infection control in the facility.
4. Any other work assign by the Medical Officer.

Key skills:

A. Qualification:

- i) Working knowledge of Mizo language and English.

B. Experience: Working knowledge as a group D in Govt approved institution.

Essential:

- At least 1 year experience in Govt approved institution.
- Experience of working in the public sector will be added advantage.

Skills and Competencies:

1. Effective communication skills, with demonstrated ability to talk and listen to people colleagues and build rapport with them.
2. Ability to accurately execute any tasks assigned by the Medical Officer, Nursing Officers and other office staffs.

Age limit:

No age limit, if he/she is found to be fit physically and mentally.

Emoluments:

Pay of Rs 6,000/- per month.

Reporting:

Group D staff will report to the Chief Medical Officer, Kolasib through the Medical Officer, PHC Bukpui.

Contract term:

The Assignment is on purely contractual basis and do not infer/bestow upon his right to claim for regular appointment in the government. The tenure will be 3 months duration (Nov 2024 – Jan 2025) and can be extended based on satisfactory performance.

Sd/-

(Dr. C. Lalfakzuala)
Medical Officer
(IPA BUKPUI PHC)