

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

**Security 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 Security staff for efficient execution of Internal Performance Agreement (IPA)/ MHSSP and NQAS related.

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

**Objective:** To ascertain smooth delivery of all PHC services without hassles.

**Scope of work:** The Security staff will aid services such as maintaining a peaceful working environment, timely opening and locking of departments both in the Out Patient and In Patient Department. Maintaining patients' queue and assist healthcare providers in case of mass casualty. He/ She will report to the Medical Officer, PHC Bukpui.

**Job responsibility:**

1. To perform any security works assigned.
2. To assist the PHC working staffs in case of maintaining peace and harmony in the facility.
3. To execute strict visitors' policy.
4. To educate visitors about sanitation and clean environment.
5. To secure the facility from thieves.
6. To lock and unlock doors of each department appropriately.
7. To maintain a smokefree facility and to report misdemeanours to the concerned authority.
8. Any other works assign by the Medical Officer.

**Key skills:**

A. Qualification:

- i) Working knowledge of Mizo language.

B. Experience: None required.

**Essential:**

- 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:**

Up to 35 years as on date of advertisement with five years relaxation for reserved (SC/ST/OBC) category.

**Emoluments:**

Pay of Rs 4,000/- per month.

**Reporting:**

Security staff will report to the Senior 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)