

JOB DESCRIPTION
Operations Manager
State Health Agency
Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (PM-JAY)
Jammu & Kashmir

1. ORGANIZATION BACKGROUND:

Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (PM-JAY), India's flagship health assurance scheme, providing health cover of Rs. 5 lakhs per family, per year, for secondary and tertiary care hospitalization, to over 10.74 crore poor and vulnerable families, or approximately 50 crore beneficiaries. The scheme covers up to three days of pre-hospitalization and fifteen days of post-hospitalization expenses including diagnostics and medicines.

The State Health Agency (SHA) has also started an initiative 'Gaon Gaon Ayushman' to reach out to even last mile villages which remain cut from the rest of the world due to adverse weather conditions so as to percolate the benefits of the scheme down to every beneficiary.

This scheme aims to undertake path-breaking interventions to holistically address the healthcare system (covering prevention, promotion and ambulatory care) at the primary, secondary and tertiary levels. SHAs have full operational autonomy to implement PM-JAY in their state. For more information about PM-JAY, please visit <https://pmjay.gov.in/about/pmjay>

2. POSITION (S) VACANT: One (1)

3. DUTY STATIONS: Stat Head Quarter- Srinagar

4. JOB DESCRIPTION/ RESPONSIBILITIES:

Reporting to the Chief Executive Officer, Operation Manager shall be responsible for successful implementation of the scheme in the state.

Key Roles and Responsibilities:

1. Operations Manager(s) will provide overall support to CEO, SHA in implementation of AB-NHPM in the state.

2. Ensure compliance of operational processes and procedures as per guidelines of AB-NHPM.
3. Ensure the activities for effective alliance of the State health insurance scheme (if any) and AB-NHPM.
4. Ensure seamless internal and external communication.
5. Supervises the operations at the state level including timelines for the activities of the AB-NHPM.
6. Overseeing beneficiary data management, Aadhaar seeding, validation, awareness, monitoring, audit, training etc.
7. Maintaining the quality and timeliness of the utilization data, reporting MIS, premium and claim payments etc.
8. Random reviews of pre-authorizations and claims.
9. Work with the teams across functions and other stakeholders to ensure smooth flow of data to state level on a periodic basis.
10. Organize routine, periodical and surveillance visits to the entities participating in the scheme to ensure that all processes are running as per defined standards.
11. Claims Audit
 - Carry out claims audit on random basis
 - Carry out random checks, visits and investigations pertaining to admissibility of the cases paid or declined under the scheme.
 - Supervising district teams and facilitating them in performing their duties.
 - Co-ordinating with PMUs of other health programmes operation in the State for effective horizontal integration

5. QUALIFICATION, SKILLS, AND EXPERIENCE:

Qualification:

MBBS/BUMS/BHMS/BAMS from a recognized college/university with fulltime MBA in Health Management or Full Time Postgraduate Diploma in Health Management from a recognized College/University.

Experience:

Essential:

At least 5-8 years of Post Qualification experience in Govt. Health Sector/department.

Desirable Experience: Out of 5-8 Years of Essential Experience at least 3-5 Years of Experience in State/Central Sponsored Group Health Insurance Schemes in the Govt. set up.

Required Skills:

1. Strong analytical skills
2. Ability to lead teams.
3. Strong strategic focus, and project management skills.
4. Excellent interpersonal and communication skills.
5. Ability to operate effectively with people at all levels.
6. Strong business focus.
7. Good knowledge of the English language.
8. Proficiency working with computers, office suites, internet and other relevant technologies.

7. AGE LIMIT: Maximum age limit 40 years

8. COMPENSATION OFFERED: Maximum honorarium for the position is Rs. 80,000/- per month.

9. CONTRACT TYPE AND PERIOD: The appointment will be purely on a contractual basis for a period of the one-year, renewable subject to Government of Jammu & Kashmir approval and satisfactory performance.

10. REFERENCE: SHA-OPSM-2022

11. CONTACT INFORMATION:

HR Officer
SPC Management Services P Ltd.
Phone Nos.: +91-7006155898
Website: www.spc.co.in

12. LAST DATE FOR APPLICATIONS: Online Application will be live from May 13, 2022

Eligible candidates interested in this position are requested to apply online at www.spc.co.in by or before May 20, 2022 at 11:59:59 PM. Candidates must fill and submit the Online Application Form in the given link. Applications submitted from any other mode shall not be considered.