

**JOB DESCRIPTION**  
**Capacity Development 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:** State Head Quarter- Srinagar

**4. JOB DESCRIPTION/ RESPONSIBILITIES:**

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

Key Roles and Responsibilities:

1. Prepare roll-out plan for capacity building program.
2. Conduct training needs assessment in consultation with the NHA.

3. Provide support in development of training content (modules) – coordinate with NHA. Some of the areas of focus may include – (i) overview of the scheme; (ii) grievance redressal; (iii) claim settlement; (iv) fraud and corruption; (v) identification of beneficiaries; (vi) empanelment of hospitals etc.
4. Getting training content pre-tested and also reviewed by technical experts of different domains.
5. Identify master trainers as well as resources for training.
6. Coordinate and ensure roll-out of training activities as per plan; build capacities of state and district level staff
7. Ensure quality assurance of the trainings; develop necessary tools and formats for this process.
8. Undertake pre- and post training assessment, analyze information and take actions on gaps.

## **5. QUALIFICATION, SKILLS, AND EXPERIENCE:**

### **Qualification:**

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 the related field.

#### **Desirable Experience:**

Out of 5-8 Years of Essential Experience at least 3-5 years of experience in State/Centrally Sponsored Group Health Insurance Schemes in the Govt. Set up.

#### **Required Skills:**

1. Strong analytical skills.
2. Ability to work in a team.
3. Strong group facilitation skills.
4. Strong strategic focus and project management skills.
5. Excellent interpersonal and communication skills.
6. Ability to operate effectively with people at all levels of the business.
7. Excellent command of the English language.
8. Knowledge of MS Office, MS Word, MS Power Point would be essential.

**7. AGE LIMIT:** Maximum age limit 40 years

**8. COMPENSATION OFFERED:** Maximum honorarium for the position is Rs. 70,000/- 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-CDM-2022

**11. CONTACT INFORMATION:**

HR Officer

SPC Management Services P Ltd.

Phone Nos.: +91-7006155898

Website: [www.spc.co.in](http://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](http://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.