Senior HR & Administrative Assistant

Organization:
FIND, the global alliance for diagnostics seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decision-makers, healthcare providers, and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US$1 billion in healthcare costs to patients and health systems. We are co-convener of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar and a World Health Organization Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation

Foundation for Innovative New Diagnostics (FIND) is established in India as an independent non-profit created under Section 8 (Indian) Companies Act, 2013 with its office in New Delhi. The organization is dedicated to activities that result in: 1) new diagnostic tools; 2) expanded access to these tools; and 3) strengthened diagnostic testing capacity for poverty-related diseases. FIND India has several projects in the area of TB, Hepatitis C (HCV), COVID-19, Malaria, Fevers and Antimicrobial Resistance (AMR).

For more information, please visit www.finddx.org

Project background:
A responsive, accessible, and pandemic resilient public health system is critical towards early detection, accurate treatment and continued care management. 1. This is especially true for Bihar, India with its high proportion of rural population (88.7%) and persons below the multi-dimensional poverty line (51.9% - highest in the country) 2. Bihar’s population should have great reliance on the public system and yet 57-60% report accessing private facilities in the state. 3. Bihar has emerged as the second-worst performer (19th out of 20) in overall health performance (larger states) in Niti Aayog’s health index 2019-20, released in December 2021. 4. In terms of health infrastructure availability, there is a shortage of 8,688 (47%) health sub-centers (HSCs), 1,200 (39%) Primary Health Centers (PHCs) and 624 (81%) Community Health Centers (CHCs) in Bihar as of March 2018. 5. Very few of the PHCs function as per Indian Public Health Standards (IPHS) norms. 6. Public health laboratories are cornerstones of a public health system with availability of high-quality diagnostics, the first step towards accurate disease detection and containment. Recognizing the need to establish a uniform code for equitable access to quality diagnostics, the Indian Council of Medical Research (ICMR) under the aegis of Ministry of Health and Family Welfare (MoHFW) has developed India’s National Essential Diagnostic List (NEDL) recommending tests for both communicable and non-communicable diseases at each health facility (HF) level based on utility, demand, infrastructure & personnel availability. In the absence of suitable capacity, it recommends following a “hub and spoke model” to drive cost-effective test availability. 7. The recently launched Pradhan Mantri – Ayushman Bharat Health Infrastructure Mission (PM ABHIM) along with Guidelines on Integrated Public Health Laboratories (IPHL) by the MoHFW, Government of India, focuses on establishing integrated public health laboratories. 8. At district and sub-district levels, providing quality assured diagnostic services aiding clinical management, public health surveillance and supporting outbreak investigations.

The state of Bihar is committed to strengthening and upgrading testing facilities along a “hub and spoke model” - a tiered system designed to provide patient-centric care and minimize
patient drop-off. This project is focused on supporting the Government of Bihar in its endeavor to improve the diagnostic services.

**Objective and Primary Outcome:**
The main objective of the program is improving outbreak preparedness of the healthcare facilities and controlling air-borne infections such as TB and COVID at healthcare settings, the proposed activities under the project will ensure adoption of IPHL guideline and follow IPHS norms at each level of health facilities. The project intends to lead to following outcomes:

Building diagnostic capacity at all levels of the public health system including strengthening in-house lab services as per Government of Bihar (GoB) strategy and in line with India’s NEDL and IPHL norms supporting development and implementation of a public-private partnership (PPP) for diagnostic services (in support of GoB’s plan and subject to award of tender by Government of Bihar)

Strengthening quality diagnosis across tiers by building and implementing a quality management system (QMS) with continued mentoring mechanism

Building sustainable laboratory capacity towards disease surveillance (focusing on febrile illnesses) through capacity building.

**Location:** Patna, Bihar

**Job description:**
The Senior HR & Administrative Assistant will work closely with the HR & Admin Unit and Project team at FIND. The specific activities will include but not be limited to:

**HR**
- Assisting with day-to-day operations of the HR functions and duties.
- Liaison with Delhi office for HR & Admin related activities.
- Support end-to-end recruitment process.
- Coordinate for onboarding and induction of the project staff.
- Facilitate HR records, monthly timesheet, attendance, leave records and exit
- Provide inputs for monthly payroll processing.
- Provide support in various HR trainings as and when required.
- Ensuring compliance with organisation policies, processes, relevant regulations and laws
- Provide support in various HR audits

**Admin**

*Travel, claims and event management:* -
- Responsible for travel management for the project staff which includes travel tickets, accommodations, train/taxi requirements, meeting, conferences and etc.
- Responsible for travel reimbursement of project staff and ensuring the timely payment with coordination with Finance team
- Keep track of claims submitted by project staff and their payments by maintaining payment tracker.
- Provide support in various events organized in the project

*Facilities and Maintenance:* -
- Coordination with various vendors in connection with office maintenance including office flat owner for lease and rent-related matters.
Maintain the data of regular vendors of office supplies, maintenance and other vendor related to office administration

- Responsible for minor procurement-related Admin and project as and when required.
- Ensure the smooth operation of office and utilities like stationery, equipment etc.
- Supervising pantry staff and security personnel on a regular basis

**Project Support**

- Provide regular administrative support to the project staff in various activities.
- Marinating and archiving the data of project-related documents.
- Responsible for timely provisions and cash requests under the projects.

- Any other task assigned by the line manager

**Qualification and experience required:**

- MBA/Post Graduate Diploma in Human Resource in a related field or equivalent with 5 years of relevant experience

**Skills and competencies required:**

- Interpersonal skills
- Coordination skills
- Oral and written communication skills
- Strong team orientation
- Computer knowledge (Excel, Word, PowerPoint, and Outlook)
- Energetic, resilient, and passionate
- Professional, mature, and confident.
- Ability and willingness to travel based on the need of the job

**Nature of Appointment:**
The selected candidate shall be initially offered a fixed-term contract till **31 March 2024**

**Compensation offered:**
The gross remuneration budgeted for the position shall be commensurate with the qualifications, experience, and performance of the selected candidate.

**Deadline to send your application:**
Please mail a motivation letter, a detailed resume, and three references to HR-IN@finddx.org and by **3rd July 2022**

But don’t wait until the deadline! We will start screening right away and if we find the right person, we will stop searching. Please note that only shortlisted candidates will be contacted.