

**Terms of Reference
DEO cum Accountant
District Hospital, Mamit**

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, **District Hospital, Mamit** proposed to engage **Data Entry Operator cum Accountant** for efficient execution of Internal Performance Agreement (IPA).

Contract duration: 3 months with the possibility of renewal subject to satisfactory performance

Objective: Efficient execution of Internal Performance Agreement (IPA).

Scope of work: The **DEO cum Accountant** shall maintain the following books of accounts and registers. The books shall be maintained and preserved for audit by the auditors and verification by the PMU, World Bank and state government officials.

- (i) 'Minute of Meetings' book to record decisions taken by the IPA/Procurement Committee members with photos.
- (ii) Two-column cashbook to record cash and bank transactions.
- (iii) Bank passbook and bank reconciliation statement
- (iv) Asset register to record the list of available assets.
- (v) Stock register to record the movement of inventory.
- (vi) Cheque issue register to maintain a record of cheques issued.
- (vii) Bill registers to record the list of bills received
- (viii) File to maintain vouchers, bills and invoices

Qualification(s): Bachelor of Commerce/ Hospital Administration/ Public Health/ Social Science/Management.

Essential:

- A person with experience in Accounting will be preferred.
- Experience of working in the public sector will be added advantage

Skills and Competencies:

- 1) Knowledge of English/ (or as per needs of the facility).
- 2) Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them
- 3) Computer proficiency and familiarity with MS Word, Excel, PowerPoint.


District Medical Superintendent
District Hospital, Mamit

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

Emoluments: Consolidated Pay of **Rs 20,000/- per month** with (5%/or any proposed rate) increment annually (or any other proposed frequency) on extension of contract.

Reporting: The **DEO cum Accountant** will report to Medical Superintendent and if required District Hospital Quality Manager at the facility/unit.

General Information: Engagement of the **DEO cum Accountant** will be on a full-time basis.



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