



GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION, ASSAM  
SIXMILE, KHANAPARA, GUWAHATI-22

**TERMS OF REFERENCE FOR PROJECT MANAGER(PM)**

**A) BACKGROUND AND OBJECTIVES OF THE PROJECT:**

The Directorate of Medical Education, Assam was established in 1984 under the Health & Family Welfare Department, Government of Assam. The Directorate plays a key role in overseeing medical and health professional education and training in the state.

In alignment with its goals to strengthen health education, an MOU between the Novo Nordisk Foundation (NNF) and the Srimanta Sankaradeva University of Health Sciences (SSUHS), was signed on August 12, 2024. This MOU establishes collaboration to build institutional capacity for the education of health professionals, with a focus on addressing cardio-metabolic diseases.

This MOU will enable quality enhancement and innovation in the education of health professionals in the Regional College of Nursing (Guwahati) under the Partnership for Education of Health Professionals (PEP) programme. The Project Implementation Unit (PIU) is headed by the Principal, Regional College of Nursing.

The Regional College of Nursing (RCN), a pioneering public nursing institution in the North-Eastern Region (NER) of India has been identified as the site for establishing a Centre of Excellence in nursing education (CoEN) as part of state-wide reforms by the Government of Assam supported through a World Bank funded Project called Assam State Secondary Healthcare Initiative for Service Delivery Transformation (ASSIST) under AHIDMS, MERD to the Govt. of Assam. The proposed project focuses on institutional capacity development that will empower RCN as part of the CoEN to become a mentor institution to establish upcoming nursing educational institutions in Assam.

In the long-term, it will lead to:

- Improved nursing education in the state of Assam to support cardio-metabolic diseases (CMD) prevention and care focused on vulnerable people in the state and the larger Northeastern region.
- Improved opportunities for female health professionals

With this background, the project intends to hire a PROJECT MANAGER (PM) as a contractual member of the Project Implementation Unit (PIU). The detailed scope of work is defined below.

## **B) OBJECTIVE (S) OF THE ASSIGNMENT:**

The Project Manager will facilitate Project Team along with Supervisor/Principal RCN for handling the day-to-day implementation of all project activities. This includes acquiring resources and coordinating the efforts of team members to deliver projects according to plan.

## **C) SCOPE OF WORK:**

The Project Manager is primarily responsible for execution, coordination and engagement with all relevant stakeholders involved in the project for carrying out various activities related to the project:

- Define project scope, goals, and deliverables that support Project objectives in collaboration with senior management and stakeholders.
- Develop full-scale project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Estimate the resources and participants needed to achieve project goals.

## **D) JOB RESPONSIBILITIES:**

### **1. Collaboration and coordination**

- Establish partnerships and support existing partnerships with the government, technical agencies and donor agencies.
- Liaise with the staff at RCN, AHIDMS, SSUHS, DME and with specific donor agencies.
- Work with internal teams, and with colleagues in various verticals.

### **2. Technical work**

- Support the technical work of RCN Guwahati pertaining to cardio-metabolic disease concepts in creating and piloting select CMD modules across the academic curricula.
- Documentation of Project activities and preparation of reports, policy brief etc.
- Develop and maintain Gantt charts/research pipeline to ensure tasks are completed on time.
- Draft quarterly and annual reports on Centre's activities and submit them to the funding agency on time.
- Assist in expanding the portfolio of the work for a scaled-up project.
- Support SSUHS, AHIDMS and RCN in maintaining project budgets, if required.
- Support in development of training plans and workshops, and coordinating with partners for execution of those trainings.

3. Research and Training work

- Support the Principal/faculty members in drafting proposals, creating technical reports and writing scientific papers for publication.
- Support the faculty members in enrolling for the online trainings, research courses offered by other PEP partners.

4. Partnerships and communication

- Facilitate Principal RCN in developing write-ups as and when required for various activities including workshops, conferences, reports, media communication, etc.
- Support in planning and coordination of exposure visits for implementing members to PEP partners and donor agencies.

5. The Project Manager will also actively engage in and contribute to capacity-building initiatives for the nursing cadre across Medical College Hospitals and selected District Hospitals, as part of the quality improvement and accreditation efforts undertaken by the Medical Education and Research Department, as and when required.

E) QUALIFICATION:

- The candidate must hold a Master degree in Public Health/MSc (Nursing) [Preferably Community Health Nursing] from a government recognized university or institution of India.
- A PhD in a related field is desirable.

F) AGE: The maximum age limit for the candidate is 50 years as of 1st April 2025.

G) EXPERIENCE:

- **Minimum 10 years of relevant experience** in a government recognized university or institution.
- Experience in project management/implementation or prior work experience in a government recognized nursing college or university shall be additional advantage.
- Fair command over computer skills and data processing is desirable as well.

F. SALARY AND SERVICE TERMS IN BRIEF:

- a) Consolidated Pay in the range of **Rs. 80,000 (Rupees Eighty thousand) to Rs. 1,00,000/- (Rupees One Lakh)** per month. The selected candidate will be offered **30%** enhancement on the last drawn salary. However, in case the selected candidate's current remuneration with 30% enhancement comes below **Rs. 80,000** per month, the lower remuneration will be offered. Moreover, in case, the selected candidate's current remuneration with 30% enhancement exceeds **Rs. 1,00,000/-**

per month, the highest pay range i.e. **Rs. 1,00,000/-** per month will be offered.

- b) **Reporting and performance review:** Engagement of the **PROJECT MANAGER (PM)** will be on a full-time basis. The **PROJECT MANAGER (PM)** will report to the Principal, Regional College of Nursing, Guwahati. The incumbent shall be subject to performance appraisal on a quarterly basis, which will have a bearing in the overall assessment, during the contract period.
- c) **Contract Term:** The assignment shall be on purely contractual basis. The tenure of contract is intended for entire duration of the project and shall be co-terminus with the project period. However, the tenure is initially for eleven (11) months and will be extended upon his/her satisfactory performance.
- d) **Leave:** The provisions of leave shall be as per the approved leave Policy of Directorate of Medical Education.
- e) **Facilities to be provided:** The PM will be provided with access to all the available documents, correspondence and any other information associated with the project. No clerical assistance or other facilities will be provided.

*The DME, Assam reserves the right to cancel the recruitment process or modify the required qualification/experience/ number of the positions at any stage without assigning any reasons thereof.*