



Terms of References for District IEC Coordinator

National Rural Health Mission, Rajasthan invites applications for district based IEC Coordinators on contract basis.

Post	No. of Positions	Qualification	Desirable Experience	Honorarium
District IEC Coordinator	34	Bachelors degree in Journalism/Mass Communication & Master Degree in any stream with 3 years experience in IEC with State/National level project. Age-Maximum up to 35 years.	Should have proven record of designing and implementation of IEC campaigns, Report writing & Documentation of IEC Activities, Knowledge of Mass Communication and IEC activities, local Folk media, Electronic media with at-least 2 years experience at programme implementation level in social sector, NGO, OR District/State level for IEC Programme preferable in any Health programme will be an added advantage.	15,000/-



Job Description for District IEC Coordinators

- To implement the State IEC strategy
- To execute the State IEC action plan
- Prepare/design the District IEC Plan
- Facilitate in data collection i.e. Communication Need Assessment, Base line survey, Impact Assessment Studies, etc.
- Prepare/Design & execution of the District Plan for *Swasthya Chetana Yatra, Gram Swasthya Yojana, School Mitra Yojana*
- Identification of Local communication needs and designing of activities using local resources, talent and existing folk media groups.
- To organize different IEC activities in local Fairs n Festivals, local *Haat Bazaar* etc.
- To organize BCC activities , training programs for ASHA, ANM & other Para medical staff
- Identification of communication gap and give feedback on suitable fillers/linkages
- Give feedback on different activities organized through State Level
- Coordinate with Local Government authorities, Hospital Administration, School Administration, Panchayat Raj Elected Members, NGO's, Community Based Organization & Corporate Groups
- Report writing and documentation of IEC activities
- Supervision of distribution of IEC Material
- To Complete all duties/works assigned by complete authorities

Terms and Conditions :

- (xii) The tenure of appointment shall be one year.
- (xiii) The appointee shall be paid a consolidated honorarium of Rs. 15000/- per month and shall not be eligible for any other allowances and increment in pay.
- (xiv) In case journeys are performed in the interest of Project. he/she shall be eligible for TA and DA as per NRHM Rules.



- (xv) The Candidate shall be eligible for 20 days casual leave in a year.
- (xvi) Apart for the benefit covered under the terms and conditions, the candidate is not eligible for any other benefit such as Time Bond Advance, Promotion, Pension, medical reimbursement etc.
- (xvii) The contract appointee is bound to make good any loss sustained by Govt. due to his/her misbehavior or negligence.
- (xviii) This contract appointment shall not be considered as permanent for any reasons what so ever.
- (xix) During the tenure of office the contract appointee shall keep all official information i.e., obtained or collected strictly confidential.
- (xx) In case any of the above conditions are violated the appointment automatically stands cancelled.
- (xxi) The individual may have to travel extensively within the state and out side in regard to the project work.
- (xxii) Advertisement is the part of contract.

Duration :

The duration of the assignment will be one year from the date of start of services, on retainership basis. The duration of retainership may be mutually extended for further period as per requirement. The assignment shall be reckoned to start from the date of appointment to the satisfactory



completion of all the tasks and handing over of all deliverables. In case the individual is found guilty of breach of the agreement his/her services can be terminated of a notice of 15 days without any compensation. If s/he gives-up the assignment. Before the contract period ends, S/he will be required to give a prior notice of two months.

Medical Certificate

I hereby certify that I have examined _____ and cannot discover that she has any disease, constitutional weakness or bodily infirmity. I do not consider this to be a reason for disqualification of the candidate for employment under the office of _____

Signature of the candidates Attested _____

Left thumb and finger impression of the candidate

Signature of the examining physician _____

Registration Number _____

Place _____

Date _____

Certificate of Character

Certified that Shri/Smt/Kumari has worked with (name of the organization) during to (period) and on the basis of his/her conduct during his/her employment with the organization, I have no hesitation to state that to the best of my knowledge and belief he/she bears reputable character and has no antecedents which render him/her unsuitable for employment

Shri/Smt/Kumari is not related to me.

Place:

Signature:

Date:

Designation: