**Scope of Work**

* Assist the CEO in following-up on decisions made and facilitate effective execution.
* Help the AB-PMJAY team on technical assignments as per the requirement of the MoHFW.
* Provide policy, technical and program support for AB-PMJAY as needed at both National and State level.
* Preparing concept notes, documents, presentations and reporting material for internal and inter-departmental meetings, public engagements and strategic initiatives.
* Work with other program divisions in delivering the mandate of AB-PMJAY.
* Undertake implementation and operational research and assessments for improving the programs and policies.
* Participate in regular meetings at the directions of the CEO, and ensure documentation and follow up with various stakeholders, as required.
* Assess communications directed to the CEO, determine the proper course of action and delegate as per the CEO's guidance to the appropriate departments/individuals to manage
* Providing executive support for communication with Government Offices, Media, Private and Public Entities, and the public in general.
* Mentor and support the team members, and assist the Advisor in tasks related to crafting individual responsibilities, undertaking performance appraisals and conducting team meetings.
* Undertake any other activities/tasks from time to time as assigned by CEO, NHA.
* Participate in any organisational responsibilities permissible and in discussion with the line manager at ACCESS Health
* Responsible for providing intelligence and opportunities that allows better organisational response towards health systems strengthening

**Compensation**

A monthly compensation of INR 160,000 subject to deduction of TDS as per Income Tax Act Rates will be paid to the consultant. All Project related expenses would be reimbursed, as agreed upfront. Any revision to the compensation above will be after due mutual discussion and written intimation.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **August 12, 2022** to **August 11, 2023**.