**Title:** Project Officer

**Scope of Work**

**Key Responsibilities:**

The Project Officer will provide the technical support towards the state program and support maintaining relationship and collaborations with the SHA, Kerala. The personnel will also contribute to ensuring technical and operational efficiency in delivering the technical assistance and capacity-building initiatives.

* Primary responsibility for facilitating technical assistance to the State Health Agency (SHA) in the implementation of PM-JAY / KASP
* Maintain relationships with Government officials and ensure proper communication and follow up.
* Support the Project Head in managing the state technical and capacity-building program. This will include government engagement in prioritizing interventions and developing measurable workplan and technical interventions.
* Support in assessing the evolving needs for scheme implementation and provide responsive assistance to the SHA.
* Assist in the development and production of briefs, presentations and other documentation to support on the on-going activities.
* Identify technical areas and enquiries of the State, to develop a strategic capacity-building plan.
* Support in the piloting, implementation, and testing of the identified areas of technical interventions, simultaneously document the updates on each of the areas
* Develop training modules, working papers, knowledge products and strategies for dissemination.
* Represent ACCESS Health in key events and meetings at the state level as directed by the Project Head
* Coordinate workshops and technical discussions as required from time to time.

**ADMINISTRATIVE**

* Communicate on a daily basis with the Project Head regarding progress, successes and challenges and discuss next steps.
* Prepare weekly, monthly reports or as and when required.
* Prepare and share the required success stories/case studies as and when required by the program.
* Work to contribute to deliverables/ reports, document successes and learning in demonstration, upon request.

**Location**

Trivandrum

**Reports To**

Project Head, Kerala

**Grading Level:** M3

**Compensation**

A monthly compensation of INR 100,000 (Inclusive of all indirect taxes) 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 **June 19, 2023** to **June 18, 2024** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.