**TERMS OF REFERENCE FOR THE POST OF SENIOR MANAGER**

**Position: SENIOR MANAGER**

**Qualifications:** MBA and LLB from a recognized University or reputed Institute

**Experience:** Minimum 20 years’ experience in health insurance/assurance sector in senior management position. Competency in supervisory and interpersonal skills demonstrated in previous engagements.Superior management and leadership qualities in order to liaise effectively with management, senior staff,staff of parity organizations and government officials.Knowledge of local language will be an advantage. Excellent oral and written communication skills in English.

**Place of Duty:** The normal place of work will be the Atal Amrit Abhiyan Society office, Guwahati, Assam

**Job Purpose:**

Provide support for the overall success in the implementation of the.TheSenior Manager is expected to supervise the operational execution of Atal Amrit Abhiyan and Pradhan Mantri Jan Arogya Yojana schemes and ensure that the efficiency, relevance and impact of both the schemes in the state of Assam is maximized.

He/She shall work under the overall guidance and supervision of the Chief Executive Officer, Atal Amrit Abhiyan Society, Assam and will be directly responsible for the following tasks:

**Key Responsibilities:**

1. He/she shall be responsible for overall monitoring and supervision of Operations, IEC, HR, Admin, Service and Quality functions of the Society and deliver tangible outcomes as per the requirement of the service deliverables of the AAA and PMJAY schemes.
2. Oversee the work of the Implementation Support Agency. To carry out scheme evaluation from time to time in line with RFB signed with ISAs and ensures timely payment of dues of ISA as per the laid down terms & conditions of the ISA contract.
3. He/she will formulate strategy related to Information, Education and Communication (IEC)of the Schemes throughout the State for augmenting access of Atal Amrit Abhiyan and Pradhan Mantri Jan Arogya Yojna to ensure adequate IEC activity. Liaise with different Government department and agencies for IEC activities.
4. Preparation of RFBs, Tender documents (including e-tendering), SLAs, MoUs, LoIs, work-orders and purchase orders related to the Society. Coordinate with respective departments for execution of the final documents.
5. Ensure compliance with the procedural requirements as mandated in the implementation guidelines of Atal Amrit Abhiyan or by Governing Committee from time to time.
6. Coordinate with National Health Authority for successful implementation of PMJAY in the State.
7. Represent the Society in meetings with Government authorities and other stakeholders.
8. To perform any other task assigned by the CEO, AAAS.

**Compensation:** The compensation for the post will be Rs.1.15lacs per month.