

**National Disaster Management Authority**

**Government of India**

**Position: Sr Consultant (Hospital Safety)**

**Period -Short term (3 months & 29 days)**

**Background**

The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005, provides for the establishment of the NDMA, along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down policies, plans, and guidelines for disaster management and to implement various programmes across multiple aspects of disaster management. Since its inception, NDMA has launched several initiatives and programs to strengthen disaster preparedness and mitigation, improve disaster response and recovery, and build capacity nationwide. NDMA seeks a Senior Consultant to create a National Program on Hospital Safety based on the “Hospital Safety Guidelines” launched in 2016.

**Job Description**

Working with the Mitigation Division, the Sr. Consultant will assist the Member, Advisor, and Secretary. The Mitigation Division is trying to develop a National Program with all relevant stakeholders.

The primary objective of the consultant will be to bring all relevant stakeholders onto one platform, the MoHFW, NABH, BIS, and State governments, and to take the discussion on Hospital Safety forward based on the NDMA guidelines, which outline the roles of each stakeholder.

The specialist will ensure that all documents adhere to NDMA guidelines and are developed in sensitivity with the needs of the states, as each state faces different hazards. The need for a global-to-local perspective in setting the agenda for the “National Hospital Safety Program,” which broadens its horizon by acknowledging international best practices while grounding it in relevant local needs and practices.

The specialist should possess at least 8–10 years of experience exclusively in hospital safety at the national and international levels. He/ She should have been trained at a global level on Hospital Safety under the world-recognized program of Hospital Operational Preparedness Emergencies at the instructor level. Familiarity with preparing disaster management plans at the local level for both private and public hospitals is essential. Familiarity with the development of information technology tools for hospital safety is vital, as is the development of technical documents on Hospital Safety, which are crucial at the national, state, or local level.

The Specialist should have the critical skill of developing clear, concise documents that effortlessly articulate the Hospital Safety Guidelines, so that, when read by administrators and

government agency officials, they can grasp the knowledge imparted. It is suggested that the Specialist should have a good understanding of hospital safety, drawing on international agencies such as WHO and ADPC, as well as other networks such as PAHO, to represent the nation's policy in a relevant manner on the global platform.

**Position (in numbers): 1**

### **Key Tasks and Responsibilities**

The Senior Consultant will work under the overall supervision of the concerned member/ JS/ Advisor, NDMA, and the Senior Consultant's responsibilities will include, but are not limited to:

- a. **Collaboration:** To develop a collaboration between the various stakeholders to come on one platform and initiate the dialogue on Hospital Safety, in terms of implementing the national guidelines.
- b. **Intervention Planning and Design:** collaborate with the Ministry of Health, NABH, BIS, state governments, and other national and international partners to design specific interventions based on collaborative results, stakeholder mapping, and role alignment already mentioned in the National Hospital Safety Guidelines.
- c. **Promotion and Education:** Working with various state governments by forming a Hospital Safety Committee as requested by DGHS, will be anchored by SDMA to disseminate understanding about Hospital Safety issues and to deliberate on solutions.
- d. **Coordination and communication:** To create a platform for Hospital Safety issues, as NDMA primarily focuses on compliance in terms of Hospital Disaster Management Planning, and also monitoring in terms of refresher and simulation through mock drills. The NDMA will lead the preparation of case studies for each state and share them on the national portal and with other stakeholders to understand the relevance of Hospital Safety and its growth prospects, thereby building resilience in the Healthcare system.
- e. **Business Continuity Planning:** From response to resilience by strengthening the Health Systems and bringing in online tools and web technology to build an all-hazard approach within our disaster management planning, which is adopted by our Health systems. New concepts of sustainability, carbon auditing, and a grading system are to be developed for Hospital Safety Standards.
- f. **Public Health Preparedness and Emergency Health Services:** Support the strengthening of state and district public health systems for disaster preparedness, including disease surveillance, emergency medical services, outbreak management, and integration of public health actions within disaster management plans.
- g. **Mass Casualty Management & Medical Logistics:** Provide guidance on mass casualty management systems, including triage protocols, surge

capacity planning, pre-hospital care, ambulance networking, and the planning of medical logistics (medicines, equipment, blood supply, oxygen, and essential consumables) during emergencies.

h. **Continuity of Essential Health Services:** Assist states and health institutions in developing protocols and SOPs to ensure the continuity of essential public health services—maternal and child health, immunization, chronic disease management, and emergency care—during disasters and large-scale disruptions.

**Deliverables:** -

The Senior Consultant will be responsible for delivering the following regarding Hospital Safety.

1. A national-level workshop to discuss the “Way Forward for Hospital Safety” by inviting Health Secretaries of each state. A workshop report to be compiled and submitted.
2. Based on the workshop, a Concept Note on the Hospital Safety National Program is to be drafted and shared, outlining the rationale, goal, objectives, achievements, and impact with an outline budget.
3. Once finalized, drafting the National Program on Hospital Safety with inputs from state governments and health institutions to be comprehended and submitted for approval.
4. To work on case studies and reports from the states on Hospital Safety, and also to roll out capacity building initiatives in the states via hospital disaster management training and mock drills, and to organize conferences and industry-level events with support from industry associations and state health departments.

**Duty station:** New Delhi, India

The Consultant will be based at NDMA, New Delhi, and will be required to travel to field locations as necessary to support intervention implementation and monitoring.

**Status (Full-time/Part-time/Short-term or Long-term):** Short-term. It is a short-term engagement, and the Senior Consultant shall not take up any other assignment during the consultancy period with NDMA.

**Competencies and skills required:**

- Promoting the vision of NDMA
- Strengthening technical expertise
- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with diverse stakeholders
- Inter-personal and communication skills

- Proactive engagement and dialogue
- Excellent communication, coordination, and training facilitation skills
- Fluency in Hindi and English
- Fluency in disaster management terminology

**Essential Qualifications (essential/ desirable)**

- Essential Qualification: Master's degree from a recognized University
- Desirable qualification: International certificate course on Hospital Disaster Management Planning.

**Age, Experience, Salary:** These would be as shown below and as updated in the NDMA Recruitment Handbook from time to time.

Position	Post-qualification Experience	Upper Age Limit	Remuneration Band (In INR)
Senior Consultant	Minimum 8 years' experience	60 years	1,25,000 – 1,75, 000

- Please refer to para 11 (Experience) below.

Retired government officials with matching education and experience, with a maximum age of 62 years, and who have held a position with a grade pay of INR 7,600/ or more may also apply. Retired government employees engaged as consultants shall be regulated in accordance with the MoF, DoE OM No. 3-25/ 2020-E.III.A dated 09/12/2020.

Remuneration, Allowances, leave entitlements, Maximum terms of appointments in respect of retired Central Government employees, maximum term of appointments in respect of retired Central Government employees engaged as Consultant on Contract basis in NDMA shall be regulated as per provisions laid down in the MoF, DoE OM No.3-25/2020, E.III.A Dated 09/12/2020.

Remuneration, Allowances, leave entitlements, and the maximum term of appointments in respect of retired state Government employees will be the same as those of retired Central Government employees when engaged as consultants on a Contract basis in NDMA.

The Selection Committee shall fix the consolidated remuneration for the offered position in the remuneration band based on the education, experience, remuneration being already drawn/ last pay drawn, and other relevant factors. The remuneration will be consolidated and inclusive of all applicable taxes, and no other allowance shall be provided.

### **Area of experience**

The experience in Hospital Safety will include collaborating at the leadership level with the MoHFW, NABH, BIS, and state governments, articulating policy-level discussions, and then documenting them. Contributions to national-level technical documents, such as guidelines and SOPs, are essential. Experience in providing Hospital Disaster Management Training is vital, as is producing technical documents related to it.

#### **Experience in Public Health in Disasters:**

Experience with public health emergency preparedness, including disease surveillance, outbreak response, emergency health services, or health system strengthening during disasters, will be considered an important competency.

### **Reporting Mechanism**

The Senior Consultant will work under the direct supervision of the concerned subject Member/ JS (Division Head) of NDMA.

### **Support/ inputs to be provided by NDMA to facilitate the Consultancy**

During the consultancy, NDMA may offer no additional support beyond office equipment, e.g., Desktops, Printers, Internet Access, etc. However, allowances such as TA/DA, lodging & Boarding expenses, etc., for official tours, visits, etc., will also be provided as per the rules/regulations of GOI/NDMA.

**Special remarks, such as travel, etc.** For all official tours, visit of Senior Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc., will also be provided as per the rules/regulations of GOI/NDMA.

**Termination of Contract:** The NDMA may terminate the contract at any time without prior notice and without providing a reason. However, in the normal course, it will give the Individual Consultant one month's notice. The Individual Consultant can also seek termination of the contract upon giving one month's notice to NDMA.

**Additional Remarks:** Individual Senior Consultants will be engaged for 3 months and 29 days initially, with the engagement potentially extended as per the Division's requirements. No extension will be given beyond the age of 65 years.