



# SEARCH

Society for Education, Action and Research in Community Health



## Organization Profile

**History:** Inspired by the life and philosophy of Mahatma Gandhi, and equipped by their medical training in India, and subsequently, training in public health and research at the Johns Hopkins University, the doctor couple Abhay and Rani Bang, founded Society for Education, Action and Research in Community Health (SEARCH) in 1986. SEARCH is a Non-Governmental Organization (NGO) working in the poorest, semi-tribal district, Gadchiroli, in the state of Maharashtra, (India), 1000 km away from Mumbai.

**Vision:** SEARCH's vision is 'Aarogya-Swaraj' which means 'People's Health in People's hands', by empowering individuals and communities to take charge of their own health, and thereby, help them achieve freedom from disease as well as dependence

**Mission:** Mission of SEARCH is service, training, empowerment and research in health of the communities as expressed in its name.

**Headquarter:** Of SEARCH is 'Shodhgram', located 17 km from the district Headquarter of the Gadchiroli District. The Campus, spread over 47 Acres, is modeled over a mix of Gandhian Ashram, Tribal Village and Modern facilities. It has more than 80 buildings including Hospital, Research center, Training Center, Training Hostels, Library, Administrative Offices, Guest Houses, Tribal Museum, Community Centers, Mess cum Dining Facilities, Residential Facilities for 120 staff, Solar Plant, Play Ground, Organic Farm and a small Lake.

With a team of 150+ professionals and 150+ Community Health Workers, and presence in Gadchiroli, SEARCH has emerged as one of the most reputed and credible grass roots service and research organization in India making important breakthroughs in the public health problems of India and globally over past 36 years through;

1. 120-bed hospital providing health care to 55,000 patients annually from 2500 villages. Specialist OPDs, tele-consultation and subsidized surgery camps are also organized along with existing services to ensure enhanced health services for poor patients.
2. Community health services in 125 villages.
3. Home-based mother, newborn & child care in 88 villages.
4. Prevention and deaddiction of alcohol and tobacco across 1400 villages of Gadchiroli district.
5. Life skill and reproductive health education for youth and women across Maharashtra.
6. Conducting rural health care research to improve rural health services and evidence-based advocacy to influence policy.

7. Training of trainers from different parts of the country and abroad for implementation of the Home-based newborn care program. HBNC is India's national policy implemented through 8 Lakh ASHA across the country.
8. 'NIRMAN', the social leadership development program for youth across Maharashtra.
9. Mental health services to patients at hospital, block and village level.
10. Tribal health services to 13,000 tribal individuals in 48 villages through our community health workers.
11. Mobile Medical Unit to provide diagnostic, preventive, curative, and referral services in tribal villages.
12. Spine and Joint health services to reduce musculoskeletal pain, burden and disability in Gadchiroli.

### **Job Specifications:**

- 1) Position: Operations Manager
- 2) Reporting: Director, SEARCH
- 3) Location: Shodhgram, HQ of SEARCH

### **Job Description:**

#### **1.Program Planning & Operations:**

To assist Director and all Team Leaders in preparing Annual Plans, Budgets and ensure monthly appropriate reports from each team including necessary coordination within programs. S/He will undertake program monitoring & evaluation visits, provide feedback to Director & Program Leader including corrective measures if any, and follow up for action.

#### **2.Legal and Statutory Requirements:**

To ensure the compilation and filing of various returns as per requirements of Charity Commissioner, Income Tax and any other Government and Statutory / Legal Authorities. S/He will also assist in drafting Partnership Agreements as appropriate.

#### **3.Policies, Processes & Organizational Development:**

To assist and coordinate the Institutional Policy formulation and designing manual of the procedures for Public Relations, Procurement, Financial and Accounting, Legal & Statutory, Tax, Energy Use, Guest Management & Building Maintenance, and Administration.

#### **4.Networking & External Stakeholder management:**

The incumbent will ensure appropriate communication with external stakeholders including guests, plan programs of visitors/interns/students/volunteers in SEARCH and their hospitality as well as ensure necessary induction.

#### **5.Estate Management:**

- Regulating maintenance of all premises (Office premises, other buildings required for various programs; staff quarters) on the campus.
- Planning and monitoring of all maintenance and upkeep related work of the campus buildings, furnishing & fittings, electrical supply, water supply, sewage management and resources such as wells & lakes.
- Planning and monitoring new buildings that are under construction or need to be constructed.

#### **6.Public Relations:**

- Communication with guests, planning programs for visitors in SEARCH and their hospitality.
- Introducing the SEARCH activities to visitors and students, fellows & interns.

#### **7.Training and Programs' Coordination:**

- Arranging space for conducting training.
- Arranging other support facilities (Food, accommodation, electric supply back up).

- Overseeing preparation for training.

#### **8.Liaison activities:**

- Related to matters with government at local, taluka and district level.
- With lawyers, solicitors, contractors and other agencies contracted by the organization.

#### **9.Administration:**

- Compilation and filing of various returns as per Government requirements.
- Preparation of periodic reports and annual reports on the work of the administration department.
- Monitoring of inventory of stores (Office, Building and maintenance, Vehicle, and different departments of the organization).
- Purchasing: Conducting all purchase procedures (tendering, selection and purchase) and scrutiny of bills and passing bills for payment.
- Scheduling maintenance of all furniture and office equipment (copiers, printers) and equipments (e.g., audiovisual equipment) used in the organization and vehicles.
- Vehicle management: Regulation of vehicle utilization for various activities of the organization and supervision of maintenance of vehicles.

#### **Candidate Profile:**

1. Post Graduate / graduate with minimum 5 years of professional experience in managerial or leadership position in an organization.
2. The incumbent should be strong at Problem solving and Decision making, leading teams with good people skills and able to apply a variety of strategic frameworks to analyze scenarios to guide and develop solutions.
3. Sharing the values of SEARCH and a passion for development, strong desire to serve people and an understanding of the social impact space.
4. Minimum commitment of 3 years.

#### **Benefit package:**

- Salary will depend on the qualifications and experience of the candidate.
- Annual increment: Due each year as per the policy of SEARCH.
- Accommodation: Will be provided in the campus as per need (single or family)
- Other benefits: Provident Fund, Medical Insurance and Gratuity will be applicable as per the policy of SEARCH.
- Growth of the Individual: SEARCH strives to create a clear path for career progression for the Professional by providing learning opportunities through mentoring by eminent medical professionals, courses, workshops and field visits.
- Health Care: Primary & secondary medical care provided free of cost in the hospital of SEARCH for staff as well as immediate family members.
- Education of Children: Free pick up and drop back facility for children in school at Gadchiroli town (with CBSE school till 12<sup>th</sup> standard).
- Scholarship to children of the Staff for higher education as per policy of SEARCH.
- Spouse: SEARCH considers the position of Spouse of the candidate empathetically, and though not assured, strives to explore appropriate job for the spouse based on the need and competencies of the candidate.
- Leave: 16 days summer vacation + 7 days Diwali vacation + 7 casual leaves + 12 public holidays in a year.

**Note: The probation period in SEARCH is one year.**

**Send applications to:** [hr@searchforhealth.ngo](mailto:hr@searchforhealth.ngo)

- Mark **‘for the post of Operations Manager’** in the subject line of the email.
- For specific queries, call at: 7034616997

**Visit our website:** <http://www.searchforhealth.ngo/>