

MAHARASHTRA POLLUTION CONTROL BOARD, Terms of Reference (TOR)

Job Description for the position of State Technical Advisor (STA) under Global Environmental Facility-United Nation Industrial Development Organization (herein after referred GEF-UNIDO) Funded Ministry of Environment, Forest & Climate Change (MOEF & CC) Project on Environmentally Sound Management of Medical Waste in India (Maharashtra).

1.0 Project Name

GEEF-UNIDO-MOEF &CC, Project "Environmentally Sound Management of Medical Waste in India."

2.0 Period of assignment/services

Full time with contract duration of one year extendable till project completion, i.e.October, 2018.

3.0 Duty Station

Head Office of State Pollution Control Board, Kalptaru Point, 3rd Floor, Opp. Cine Planet Cinema, Sion Circle, Sion (E), Mumbai-400 022 (Maharashtra).

4.0 Remuneration

As per UN Standards.

5.0 Organizational Context:

GEF-UNIDO-MOEF & CC is implementing a project entitled "Environmentally Sound Management of Medical Waste in India " in the 5 States namely Odisha, Gujarat, Karnataka, Maharashtra and Punjab. In accordance with the approved project document. State Project Management Unit (SPMU) is established at State Pollution Control Board which is designated as State Implementing Agency for the project. The SPMU is envisaged to manage the project on a day to day basis and ultimately responsible for ensuring the achievement of project outputs and objectives as stated below. SPMU is headed by the project Nodal Officer who is the Member Secretary, Maharashtra Pollution Control Board. The other members of the SPMU consist of technical and support staff such as State Project Coordinator, other officials under the project. One **State technical Advisor (STA)** is also required to be provided by UNIDO to the SPMU for facilitating project activities in the State.

6.0 Project Context:

The overall objective of the project is to reduce and ultimately eliminate the releases of unintentionally produced persistent organic pollutions (POPs) and other harmful pollutants into the environment, and assist India in implementing its relevant obligation under the Stockholm Convention. The project will promote the country-wide adoption of best available techniques/best environmentally practice (BAT/BEP) in the healthcare institutions of widely differing in their complexity and size as well as in the

evolving medical waste management infrastructure and industry in a manner that protects human health and reduces adverse environmental impacts.

The immediate objectives of the project are as follows:

- Harmonization of environmental and healthcare policy and regulatory instruments through appropriate networking for creation and promotion of environmentally sound management of medical waste, disposal sector and market.
- Strengthening of institutional capacity for Environmentally Sound Management (ESM) of medical waste, in particular in large, medium and small healthcare facilities in 5 selected states namely Gujarat, Karnataka, Odisha, Maharashtra and Punjab.
- Facilitation and promotion of public-private partnership (PPP) to improve support in medical waste management within the healthcare facility perimeter.

7.0 Main Duties and Responsibilities:

- Coordinate with the State Project Nodal Officer (i.e. the Member Secretary, Maharashtra Pollution Control Board) & State Project Coordinator (i.e. Dr. A.R. Supate, Principal Scientific Officer, M.P.C. Board) for all aspects of the State component of the project and provide inputs for implementation of project activities to achieve its objectives.
- Undertake regular follow up with stakeholders to ensure smooth implementation of the project.
- Coordinate with the participating hospitals for implementation of project activities.
- To facilitate identification of all the State Stakeholders of the project and to keep them adequately informed of and involved in the project.
- To facilitate data collection on waste quantification and other aspects of hospitals waste management and review the data thus collected for standardization of the waste management practices in the hospitals selected under the project.
- Preparation of baseline assessment reports, conduct gap analysis and devise action plan for each of the Health Care Facility identified under the project.
- Provide technical assistance to the State Implementing Agency to initiate implementation of the plan of action for each of the Health Care Facility (HCF) identified under the project.
- To coordinate (for initiating & setting up hospitals waste management under the project), the Model District, Nashik.
- Coordinate with the State Project Team in preparing and submitting various reports (e.g. Quarterly Progress Reports, Annual Project Report, Project implementation Report, Periodic Thematic Reports, Technical Reports, Project publications, etc) as required from time to time under the project.

- To liaise regularly with the National Project team and to ensure that the decisions and recommendations and the opinions of the project team are fully incorporated within the scope of the project's implementation.
- Work with the State project Team and other Stakeholders in tracking results of annual work plan activities.
- Undertake orientation of new project staff to ensure that they are aware and familiar with these rules, regulations and procedures, and with their application.
- Timely reporting of issues and concern, if any to the Nodal Officer, SPMU, MOEF &CC, GEF India Focal Points and to UNIDO.
- Carry out any other assigned activities under the project.

8.0 Minimum Organizational Requirements

8.1 Education:

MD in clinical specialties preferably in Community Medicine.

8.2 Technical and Functional Experience

A minimum of 5 years of practical experience in the field of hospital waste management.

8.3 Languages

Fluency in written and spoken English, Hindi and vernacular language of the State i.e. Marathi is required.

9.0 Required Competencies

9.1 Core values:

- Integrity
- Professionalism
- Respect for diversity

9.2 Core competencies:

- Results orientation and accountability
- Planning and organizing
- Communication and trust
- Team orientation
- Client orientation
- Organizational development and innovation

9.3 Managerial competencies (as applicable):

- Strategy and direction
- Managing people and performance
- Judgment and decision making
- Conflict resolution

Application form for State Technical Advisor (STA) under GEF-UNIDO Funded MoEF Project on "Environmentally Sound Management of Medical Waste in (India) Maharashtra"

- 1 Name of the Applicant :

- 2 Address for correspondence :

- 3 Contact details (E-mail ID, :
Phone No. & Mobile No.)

- 4 Educational Qualification :
(Enclose the relevant
certificate)

- 5 Technical & Functional :
experience

- 6 Competencies (Please refer to :
Item No.9.0 of ToR)

NB : Documents to supplement the above & others as per ToR may be enclosed in separate sheets.

Place :

Date :

Signature of the Applicant