

Consultant-Public Health Planning (Multiple Positions)

The National Health Systems Resource Centre (NHSRC) is created under the National Rural Health Mission (NRHM), Ministry of Health & Family Welfare, Government of India, to act as the nodal agency for Technical Assistance (TA) to central and state Governments for effectively implementing NRHM, with specific focus on systems Strengthening and capacity development.

The Consultant will work under the supervision of Director NRHM in the Technical Team based at MoHFW, Govt. of India, and NHSRC for respective States. S/he will assist the District(s)/States to plan and implement activities to achieve the NRHM Goals.

Roles and Responsibilities:

- Technical assistance for decentralized planning & strengthening health systems in the poor performing districts of India.
- Analysis of data from HMIS & its use for public health division.
- Building capacities at district and state level for making health plans and for review & improving the plans, using both epidemiological and HMIS inputs. Budgeting and financial planning as required by the poor performing states.
- Develop study / evaluation protocols and undertake and guide studies as needed.
- Provide technical assistance for implementation of the NRHM and its goals at center, and in states, as may be agreed upon from time to time.
- Mobilizing technical assistance inputs for the states and district administration, including preparation of Terms of Reference, inviting proposals application etc.
- Undertake other assignments, which may be assigned from time to time by the Reporting Authority.

Eligibility:

- Post graduation or higher qualification in Public health, Community health, Preventive & Social Medicine.
- Published work in the area of health systems or public health.
- At least 2-3 years of post qualification work experience in Health Systems Research or in Planning and implementation of service delivery.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi also desirable.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health program at field level/ working in strengthening of district level health systems.
- Willingness to travel to states & districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.
- Age up to 45 years as on last date for receiving application.

Applications must reach by 4 pm on **22nd February 2014** by email to consultant.mohfw.2014@gmail.com or by post/by hand to HR Manager, NHSRC, NIHFWS Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067. **Please ensure to mention post applied for on the subject-line (in e-mail) and on the envelope (in post/by hand), without which applications will not be accepted.**

MIS Manager

Eligibility:

Educational Qualification	Possess Post Graduation in Statistics/ Demography/ Operation Research/ Mathematics (Specialization in Statistics)
Year of Experience	Two year experience in data handling / data analysis with sufficient knowledge and work experience in MS Office
Age	Not above 35 years
No. of Post	One

Details of Work:-

1. To facilitate the activities of the NRHM/NHM Facility Centre.
2. Developing Data Collection Tool and also correction in the tool whenever it's required.
3. Provide & supervise data processing services for the proposed MIS of NHM.
4. Preparing report & making presentation on the progress of the programme for National & States level.
5. Analysis of all states & UTs performance on each indicators of NHM.
6. Compare the information of NHM MIS report vs. HMIS and reported to States and Statistics Division of Ministry.
7. Supervising the website maintenance of NHM
8. Supervising the logistics management of various publications, reports, and IEC Materials for NHM programme.
9. Monitor & supervise the incoming communication/ correspondence for effectively / expeditiously communication to different Ministries / State Governments / Divisions etc.
10. Maintaining a monitoring protocol for the communication received & action taken reports from various divisions under the NHM.
11. Monitoring quality of data reporting, by using feedback mechanism to States, UTs and various divisions in the Ministry or outside Ministry.
12. Interaction with various state authorities in respect of NHM activities.
13. Providing support to the Mission Directorate at the time of conference, meeting of the Empowered Programme Committee or the Mission Steering Group or for presentation before Ministries / State Secretaries / any other.
14. Assisting officers of NHM Division as and when required.
15. Any other job as and when assigned.

Other Terms & Conditions

1. Place of duty will be New Delhi but may be sent anywhere in India as per necessity.
2. The assignment is purely temporary and contractual period is one year and likely to extend based on performance.

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Consultant

Eligibility:

Educational Qualification	Post Graduate Degree in Health Management / Social Sciences/ Health related field
Years of Experience	Two years experience in data handling / data analysis with sufficient knowledge and work experience in MS Office
Age	Not above 35 years
No. of Post	One (1)

Details of Work:

- Collection, compilation and analysis of MIS reports from States/UTs, for quarterly publication.
- Preparation of reports for Outcome Budget and Result Framework Document (RFD) targets and achievement.
- Planning of action oriented monitoring for the districts and states using various indicators and requirements. Progress report of States.
- Preparation of New MIS format and support for MIS publication.
- Technical inputs for resource document preparation.
- Any other job as and when assigned

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Data Entry Operator

Eligibility:

Educational Qualification	Graduate with Certificate Course on Computer i.e. MS Word, Excel, Power Point Presentations etc.
Years of Experience	2 years experience in Handling Data Entry / Preparing Reports etc.
Age	Not above 35 years
No. of Pos	One (1)

Details of Work:-

- Data Entry in NRHM MIS Quarterly Status Report which received from States and various divisions of the Ministry.
- Maintaining the records which received from states and various divisions of the Ministry regarding progress report and information.
- Preparing State Dossier.
- Data Entry for the comparison of NRHM MIS Report & Web based HMIS Report of Statistics Division.
- Logistics management of various publications, report, and IEC Materials for NRHM programme.
- Any other job as and when assigned

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