

International Institute for Population Sciences

(Deemed University)

Govandi Station Road, Deonar, Mumbai – 400 088.

Ph. No. 2556354/55/56, Web site: www.iipsindia.org

Applications are invited for the following posts purely on a temporary basis in a project- **National Family Health Survey(NFHS)-4** on or before **10th March, 2014**. The cost of personnel under **NFHS-4** is sponsored and funded by Ministry of Health and Family Welfare, Government of India. The Details of role & responsibilities and qualification of each posts are given below.

GROUP I Planning, Survey Design and Instrument Group	
Position	Project Coordinator – One
Role & Responsibilities	<ul style="list-style-type: none"> • Overseeing the work of the NFHS-4 (including final sign off) on work-plans of agencies, reports and other deliverables. • Development of detailed terms of reference and day-to-day management of other members of the team. • Oral and written reporting to IIPS. • Supporting the IIPS in analyzing data to monitor and validate results. • Timely execution of survey including field work, data processing, tabulation and final results • Developing indicators, related targets, methods, sampling procedures and reporting formats and procedures. • Compilation and analysis of survey data. • Responsible for overall coordination & monitoring of the activities of NFHS-4. • Capacity to undertake extensive travel throughout the country and prepared to handle work under pressure. • Any other NFHS-4 responsibility assigned.
Qualifications	<p>Essentials :</p> <ul style="list-style-type: none"> • PhD degree in Population Sciences /Statistics/Mathematics with minimum 8 years of experience in the related domain. • Track record leading large-scale surveys in health / social sector. Experience in coordination and liaison with varied stakeholders, both governmental and non-governmental. • Excellent oral and written communication skills in English. <p>Desirables:</p> <ul style="list-style-type: none"> • Experience in handling large-scale surveys viz. NFHS, DLHS and AHS. • Experience in statistical and demographic packages. • Proven managerial and analytical skills.
Salary	Rs. 80,000-100,000 Per Month (Consolidated) as per qualification / experience
GROUP I Planning, Survey Design and Instrument Group	
Position	Senior Project Officer – Two
Role & Responsibilities	<ul style="list-style-type: none"> • Sample selection; estimation procedures (weights, etc.). • Preparation of survey instruments including schedules and instruction manuals. • Pre-testing and translation of survey instruments. • Technical support, including handling queries during the course of survey. • Capacity to undertake extensive travel throughout the country and prepared to handle work under pressure. • Any other responsibility relating to the survey that may be assigned from time to time.
Qualifications	<p>Essentials :</p> <ul style="list-style-type: none"> • PhD degree (Awarded or submitted) in Population Sciences/Social Sciences/Statistics/Public Health/Mathematics or post graduate degree in these subjects with minimum 4 years' experience in the field of Health /social Sector. • Experience in analyzing socio-economic, demographic, and health surveys. <p>Desirables:</p> <ul style="list-style-type: none"> • Experience in social surveys for M&E – including developing quantitative and qualitative indicators

	<ul style="list-style-type: none"> • Proficiency in handling statistical and demographic software packages. • Excellent oral and written communication skills in English
Salary	Rs. 45,000/- Per Month (Consolidated)
GROUP I	Planning, Survey Design and Instrument Group
Position	Project Officer – Three
Role & Responsibilities	<ul style="list-style-type: none"> • Assisting the team in the implementation of the tasks assigned. • Supporting in the arrangement of logistics for State visits / workshops. • Supporting the preparation of reports and necessary documentation. • Capacity to undertake extensive travel throughout the country and handle work under pressure. • Any other responsibility relating to the survey that may be assigned from time to time.
Qualifications	<p>Essentials :</p> <ul style="list-style-type: none"> • M.Phil in Population Sciences /Social Sciences/Statistics/Mathematics or Post Graduate in these disciplines from a recognized University with two years' experience in handling large-scale surveys in health/social sector. <p>Desirable :</p> <ul style="list-style-type: none"> • Experience in handling statistical and demographic software packages. • Excellent oral and written communication skills in English
Salary	Rs. 30,000/- (Consolidated)
GROUP II	IT and Data Processing Group
Position	Senior Project Officer – Three
Role & Responsibilities	<ul style="list-style-type: none"> • Managing all IT, software and data processing related issues during the course of the survey. • Close coordination with the agencies selected for development of IT Tools. • Any other tasks as assigned by the team leader.
Qualifications	<p>Essentials :</p> <ul style="list-style-type: none"> • B.E./B. Tech/MCA/M.Sc. computer science or equivalent with minimum one year experience. • Excellent oral and written communication skills in English <p>Desirables:</p> <ul style="list-style-type: none"> • Track record of working in the health/social sector • Experience in large scale data processing, data warehousing and data mining technologies • Knowledge of statistical packages like SPSS, STATA, etc.
Salary	Rs. 45,000/- Per Month (Consolidated)
GROUP III	Training & Field Operations Group
Position	Senior Project Officer – Five
Role & Responsibilities	<ul style="list-style-type: none"> • Organizing various trainings including training of trainers. • Quality assurance. • Monitoring of training to field Staff. • Monitoring of field work. • Liaison with field agencies for feedback and ensuring compliance with protocols. • Assisting in implementing systems to monitor quality assessment of survey. • Preparing background documentation, concept notes and correspondence as required. • Undertaking field visits whenever required. • Any other responsibility relating to the survey that may be assigned from time to time.
Qualifications	<p>Essentials :</p> <ul style="list-style-type: none"> • PhD degree (Awarded or submitted) in Population Sciences/Social Sciences/Statistics/Public Health/Mathematics or post graduate degree in these subjects with minimum 4 years experience in the field of social research and community based research. • Experience in conducting field work <p>Desirables:</p> <ul style="list-style-type: none"> • Experience in social surveys for M&E – including developing quantitative and qualitative indicators • Proficiency in handling demographic software packages • Excellent oral and written communication skills in English
Salary	Rs. 45,000/- Per Month (Consolidated)

GROUP III Training & Field Operations Group	
Position	Project Officer – Fifteen
Role & Responsibilities	<ul style="list-style-type: none"> • Assisting the team in the implementation of the tasks assigned. • Regular field visits to monitor the training and field work in the assigned state(s). • Coordination with the field agencies for regular feedback and necessary mid-course corrections. • Any other responsibility relating to the survey that may be assigned from time to time.
Qualifications	Essentials : <ul style="list-style-type: none"> • Post graduate in Population Sciences/Social Sciences/Statistics/Public Health/Mathematics from a recognized University • Two years' experience in survey field work. • Excellent oral & written communication skills in English and local language.
Salary	Rs. 30,000/- Per Month (Consolidated)
GROUP IV Administrative & Financial Management Group	
Position	Senior Project Officer – One
Role & Responsibilities	<ul style="list-style-type: none"> • Managing all Administrative and Financial matters of NFHS – 4. • Preparation of RFPs for selection of survey agencies / other services. • Technical & financial evaluation of bids. • Preparation of contract with field agencies. • Release of Payments to field agencies as per payment plan. • Monitoring overall Progress of survey as per timelines. • Any other responsibility relating to the survey that may be assigned from time to time.
Qualifications	Essentials : <ul style="list-style-type: none"> • MBA/M.Com or equivalent with 3 years' experience/B.Com with 7 years of experience • Experience in developing and managing RFPs, contract documents. • Excellent oral & written communication skills in English. • Experience in financial management. Desirables: <ul style="list-style-type: none"> • Experience working in the health/social sector • Managerial and analytical skills
Salary	Rs. 45,000/- Per Month (Consolidated)
GROUP IV Administrative & Financial Management Group	
Position	Project Officer – One
Role & Responsibilities	<ul style="list-style-type: none"> • Managing all budget related matters. • Ensuring timely release of payment to the agencies as per payment plan. • Settlement of Utilization Certificate. • Other financial matters. • Any other responsibility relating to the survey that may be assigned from time to time.
Qualifications	Essentials : <ul style="list-style-type: none"> • B.Com degree from a recognized University with four years of experience in managing budgets in large-scale surveys. • Knowledge of TALLY and other accounting software. Desirables: <ul style="list-style-type: none"> • Excellent oral & written communication skills in English.
Salary	Rs. 30,000/- Per Month (Consolidated)
GROUP V CAB Component	
Position	Senior Project Officer(Medical) – Five
Role & Responsibilities	<ul style="list-style-type: none"> • Planning, operationalizing and coordinating the work of the clinical, anthropometric, and biological (CAB) component to be undertaken in NFHS-4 • Lead on the technical aspects of data validation, and ensuring indicators are used, methodologies are acceptable and comparable data is being analyzed and validated. • Any other responsibility relating to the survey that may be assigned from time to time.

Qualifications	Essentials : <ul style="list-style-type: none"> • MBBS/BAMS/BHMS/BDS with 2 years of experience in designing and implementing M&E systems within the health sector. • Demonstrated public health experience/community focus. • Understanding of quantitative research methods and measurement. • Proficiency in use of MS Office. • Excellent oral and written communication skills in English. Desirables: <ul style="list-style-type: none"> • Understanding the health M&E, including the meaning and measurement of main indicators • Experience in clinical diagnostics in field settings. • Good data analysis, interpretation and report writing skills.
Salary	Rs. 45,000/- Per Month (Consolidated)
GROUP V CAB Component	
Position	Project Officer (Medical)– Fifteen
Role & Responsibilities	<ul style="list-style-type: none"> • Assisting the team in the implementation of the tasks assigned. • Regular field visits to monitor the training and field work in the assigned State(s). • Supporting the arrangement of logistics for state visits / workshops. • Supporting the preparation of reports and necessary documentation. • Any other responsibility relating to the survey that may be assigned from time to time.
Qualifications	Essential: <ul style="list-style-type: none"> • MBBS/BAMS/BHMS/BDS • Excellent oral and written communication skills in English and local language. Desirable: <ul style="list-style-type: none"> • MPH • Any other qualification (may be specified by IIPS)
Salary	Rs. 30,000/- Per Month (Consolidated)

Application with testimonial and supporting documents with CV and a photo (passport size) should be sent to the NFHS-4 Coordinator, IIPS, Govandi Station Road, Deonar, Mumbai- 400088, Post Box No- 8307.

All posts are purely temporary fixed tenure project based positions. Temporary Appointment shall terminate with completion of the Project or the period of appointment, whichever is the earlier. The initial appointment may be for six months extendable on satisfactory discharge of assigned responsibilities. Only sort listed candidates shall be called for interview. The duration of the NFHS-4 Project is 1 to 2 years. No TA/DA shall be provided for attending the interview. Educational Qualification or working experience may be relaxed in deserving cases.

**Registrar
IIPS, Mumbai**