

Terms of Reference
Consultant - Monitoring & Evaluation (NCD) (1 Post)

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

Roles & Responsibilities:

1. To liaison with State officials, technology partners and other stakeholders.
2. To examine data for inconsistencies and follow-up with the states for rectifying the errors in data.
3. To develop indicators/templates of reports/dash boards/score-cards as per requirement.
4. To compile reports based on data analysis using statistical tools for providing to different stakeholders.
5. To identify gaps and suggest solutions for improvising existing application.
6. To provide training to State & District level officers on various aspects of data reporting formats, reports and utilization of data.
7. The consultant will work for the Ministry of Health & Family Welfare and place of duty will be New Delhi. He/she may be required to travel within country.
8. Undertake any other assignments, which may be assigned from time to time.

Essential qualification & experience:

- Master Degree in Epidemiology / Demography / Bio-statistics or Master in Public Health (MPH).
- At least 2 years of relevant experience in monitoring, evaluation and data analysis.
- Experience of working in Health Sector /Public Health Programme preferably in Non-Communicable Disease (Desirable)

Age limit: Upto 45 years. Retired Govt. /Public sector officer's upto the age of 62 years are eligible to apply.

Remuneration: 60,000-80,000 per month (consolidated).

Reporting Officer: Director (NCD), Ministry of Health and Family Welfare.

Place of posting: New Delhi.

Note:

- (i) The applicant should be conversant with the use of computers in words processing worksheets for data compilation, basic analysis, internet use and presentation.
- (ii) The applicant should be able to tour extensively for monitoring and supervision.
- (iii) Age Limit: As on Last date of receiving of applications
- (iv) Tenure: Till 31-Mar-2017
- (v) The remuneration shall be fixed in the range given, depending upon qualification and experience.

Note: The tenure is extendable as per rules and scheme guidelines as per preference and mutually agreed terms and conditions.

It is mandatory to mention Age, Year of Passing the Degrees, Current and Past Employment dates on your resume, without which applications will not be accepted.

Applications must reach **by 4 p.m. on 21-Feb-2016** by email to ncd.nhsrc@gmail.com or by post / by hand to HR Manager, NHSRC, NIHFV Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067. **Please ensure to mention post applied for on the envelope (in post) and subject-line (in e-mail), without which applications will not be accepted.**