

Terms of Reference
Consultant - Management Information System (MIS) (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. Collection, compilation and analysis of MIS reports from States/UTs, for quarterly publication.
2. Preparation of reports for Outcome Budget and Result Framework Document (RFD) targets etc and achievement.
3. Planning of action oriented monitoring for the districts and states using various indicators and requirements. Progress report of States.
4. Preparation of New MIS format and support for MIS publication.
5. Technical inputs for resource document preparation.
6. Any other job as and when assigned.
7. Undertake any other assignments, which may be assigned from time to time.

Essential qualification & experience:

- MCA or B. Tech (Computer Science/IT or BE(IT) or equivalent).
- Experience or relevant 2-3 years in MIS preferably in Health Sector.
- Development and management of document related to human resources requirement with knowledge of latest software development tools.

Age limit: Upto 40 years.

Remuneration: 50,000-60,000 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, NIHFWS 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.**