

Terms of reference
Data Analyst cum Accountant for National Skills lab

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

Position Summary:

Data Analyst cum Accountant will be responsible for overall administrative and financial management of all the National Skills labs. She/ he will be responsible for generating and analyzing program data for action and will work closely with the Senior Technical Officer and Maternal Health Division of MoHFW. She/he would be based at one of the National Skills Lab and will be responsible for analysis of all training data, accounting and financial record keeping and providing necessary logistics support for smooth functioning of the National Skills labs.

Data Analyst cum Accountant will report to Deputy Commissioner (Maternal Health), MoHFW

Roles and Responsibilities:

Data Analyst cum Accountant, National Skills labs will be responsible for the following:

Reporting and Record Keeping:

- Compile and analyze all data including pre-post skill and knowledge assessments during trainings, skill assessments during SSVs, proportion of health workforce trained, deployment pattern of trained HR etc. and share the topline findings with the Senior Technical Officer and MH Division, MoHFW for necessary action
- Identify and share concerns requiring immediate attention or priority areas for action with the Senior Technical Officer and MH Division, MoHFW
- Ensure maintenance and regular updation of database (procurement, training schedules, trainee database, mentoring visits, etc.) at all National Skills labs
- Maintain and periodically update inventory and necessary financial records (as specified by NHM FMG/ MH Division) for all National Skills labs
- Coordinate with the respective skill lab coordinators for timely preparation of progress reports and training reports
- Communicate the result of data analysis to the higher authority for decision making
- Identify & develop concept note and M & E framework

Fund flow and utilization:

- Coordinate with the state government counterparts for early transfer of funds/ training costs to the National Skills labs
- Work closely with the institutional heads and respective Daksh skill lab coordinators for preparation and provision of utilization certificates to the states nominating participants for 6 days/ Daksh trainings at National Skills labs
- Preparation and timely submission of utilization certificates (UC) and statement of expenditure (SoE) for the "grant-in-aid" to National Skills labs by the MH Division.

Training:

- Support Senior Technical Officer in quality assurance of 6 days trainings at National Skills labs

Administrative:

- Compile indent requests from all National Skills labs and procure the necessary supplies and consumables
- Support the Senior Technical Officer in tracking utilization of funds at all National Skills labs

Qualifications and Skills:

- Degree in BCA/B.Com essential
- Master's degree, MCA/ M.Com/ MBA

- Well versed with MS Office (Word, Excel, Power point and Access) and other statistical software packages like SPSS, STATA etc.
- 5-6 years' experience of working in data analysis or M&E roles required
- Knowledge of NHM financial management systems and accounting preferred
- Good coordination and communication skills

Age: Below 45 years.

Remuneration Range: INR 60,000/- per month.

Leave:

12days Sick leave per year. Any Sick leave extending more than 3 working days shall need to be justified with a Doctor's certificate.

15 days Annual leave non-cumulative, non-cashable.

Nature of appointment:

The appointment of the Data Analyst cum Accountant _will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable for further years on basis of performance. Annual Appraisal on regular basis.

To Apply: Candidates are requested to email the duly filled application form to rch.recruitment@nhsrcindia.org by **4 p.m.** on **6-Jan-2017**. The application form is available on the TOR which is uploaded on the NHSRC website. Application submitted in other format will not be accepted.