

## **Terms of Reference for HMIS Fellowship**

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.

Fellows (HMIS) will be based in a State headquarters and will report to the Mission Director NRHM in the State or to person assigned by him and to HMIS leader at NHSRC. The fellow should primarily provide technical assistance in HMIS. Should be ready to travel to district and block headquarters for at least 10 days in a month.

Job responsibilities of the fellow in the State will be as follows:

1. Identify and address data quality (completeness, accuracy, timeliness of reports) issues in State.
2. Building capacity for use of information at district and sub-district levels as well as at state level.
3. Preparing and building systems for regular data analysis and provision of HMIS feedback reports to concerned programme officers to State, district and sub-district level of.
4. Assessing training needs at various levels within the State (State ,District ,Block etc)
5. Facilitating planning, organizing and conduct of capacity building of various officials in HMIS.
6. Ensuring review of HMIS tools and registers, rationalization of data elements to align them with State and National level data requirements.
7. Ensure availability of resource materials in HMIS at district and levels below.
8. Ensure development of a competent core HMIS team at State and district level to provide needs-based HMIS training to health facilities and follow up implementation of HMIS.
9. Promoting use of HMIS data for evidence based planning.
10. Facilitate technical assistance by NHSRC in other areas of health informatics.
11. Undertake any other assignments, which may be assigned from time to time by the Senior Consultant HMIS or Executive Director, NHSRC and/or PAO of the NHSRC.

Educational Qualification for fellowship:

Candidates with the following educational qualifications from recognized universities are eligible to apply for fellowship

- Any graduate with Master Degree in Public Health/MBA in any Health discipline.
- The candidate should be willing to travel extensively.

**SKILL REQUIRED:**

- Excellent communication skills (including written and presentation skills) in English.
- Computer proficiency including MS Office (Word/ PowerPoint and advance excel skills).
- Ability to complete multiple tasks under pressure and work in a multi cultural team environment.

**Age:** 35 years & below (maximum age will be counted from the last date for receiving the applications).

The eligible candidates should send their applications by email to [recruitment.nhsrc.hmis@gmail.com](mailto:recruitment.nhsrc.hmis@gmail.com) or by post to HR Manager, NHSRC, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067. Make sure to mention post applied for, on the envelope (in post) and subject-line (in e-mail), without which applications will not be accepted.

**Last date for receiving applications is 21<sup>st</sup> July 2011.**