

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- **District Level Household and Facility Survey – 4 (DLHS-4) – on or before 15th March 2012**. The DLHS-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 II	IT and Data processing Group
Activities	<ol style="list-style-type: none"> 1. Implementation of use of Hand-held devices for data capturing 2. Software Development for Data Capturing and Tabulation/Reporting 3. Managing all IT and Software related issues during the course of the survey 4. Data Processing
Position	Information Systems Experts (No. 01)
Role& Responsibilities	<ul style="list-style-type: none"> • Lead on the systems, software and tools for analytical frame work • Lead on the overview, Mapping and situational analysis of current data systems state level • Devolvement of plans for implementing a web-based data capturing systems for the surveys including use of hand devise in data collection • Harmonization, integration and synthesis of current systems at various levels from varied sources of data • Development of tools for integration and validation of data from different systems including IT platforms necessary to operationalise this. • Contracting/Outsourcing specific software or technical support as necessary and overall coordination with the selected agencies for development, implementation and maintenance support IT tools required for the survey • Managing all IT and software related issues during the course of the Survey
Qualifications	<p>Essentials :</p> <ul style="list-style-type: none"> • Post graduation degree in quantitative science (Mathematics, Statistics, Operations Research, Econometrics, Business Economics etc.) with a 12 Months or more certificate course in computer software /applications <p>OR</p> <ul style="list-style-type: none"> • Post Graduate in computers (M. Tech, Ms, MCA or equivalent) • Minimum 4-5 years experience as systems analyst with working knowledge in computer programming applications • Excellent oral and written communication skills and excellent written English <p>Desirables :</p> <ul style="list-style-type: none"> • Experience in knowledge management; expert systems; establishment of M&E systems • Track record of working within government systems, and preferable in the health/social sector • Experience in large scale data processing, data warehousing and data mining technologies • Knowledge of statistical packages like SPSS, SAS etc. • Use of hand-held devices in data collection, management and its processing
Age	50 years (Maximum)
Salary	Rs. 60,000/- Per Month (Consolidated)
Place of Work	IIPS, Mumbai

Group II	IT and Data processing Group
Activities	<ol style="list-style-type: none"> 1. Implementation of use of Hand-held devices for data capturing 2. Software Development for Data Capturing and Tabulation/Reporting 3. Managing all IT and Software related issues during the course of the survey 4. Data Processing
Position	IT Coordinator (No. 01)
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
Qualifications	<p>Essentials :</p> <ul style="list-style-type: none"> • Graduate in Quantitative Sciences (Mathematics, Statistics, Operations Research, Econometrics, Business Economics etc.) with a 12 months or more certificate course in computer software/applications OR • Graduate in Computers(B. Tech, BCA or equivalent) • Minimum 4-5 years experience with working knowledge in computer programming applications • Excellent oral and written communication skills and excellent written English <p>Desirables :</p> <ul style="list-style-type: none"> • Track records of working within government systems, and preferable in the health/social sector • Experience in large scale data processing, data warehousing and data mining technologies • Knowledge of statistical packages like SPSS, SAS etc.
Age	40 years (Maximum)
Salary	Rs. 55,000/- Per Month (Consolidated)
Place of Work	IIPS, Mumbai

Group IV	Administrative & Financial Management Group
Activities	<ol style="list-style-type: none"> 1. Managing all administrative and Budget related matters of DLHS-4 2. Preparation of RFPs for selection of survey Agencies 3. Technical & Financial Evaluation of Bids 4. Contract agreement with Field Agencies 5. Release of payments to Field Agencies as per payment plan 6. Monitor overall progress of survey as per timelines
Position	Project Coordinator - Administration & Finance (No. 01)
Role& Responsibilities	<ul style="list-style-type: none"> • Managing all administrative and Budget related matters of DLHS-4 • Preparation of RFPs for selection of survey Agencies • Technical & Financial Evaluation of Bids • Contract agreement with Field Agencies • Release of payments to Field Agencies as per payment plan • Monitor overall progress of survey as per Timelines
Qualifications	<p>Essentials :</p> <ul style="list-style-type: none"> • Management background (MBA or equivalent). • Experience in Developing and managing RFPs, contract agreements • Excellent oral and written communication skills and excellent written English <p>Desirables :</p> <ul style="list-style-type: none"> • 5-8 years experience in working with or handling Government sector (Central or State) • Experience in Financial management is desirable • Preferable experience of health/social working • Good negotiation and analytical skills
Age	50 years (Maximum)
Salary	Rs. 50,000/- Per Month (Consolidated)
Place of Work	IIPS, Mumbai

Group IV	Administrative & Financial Management Group
Activities	<ol style="list-style-type: none"> 1. Managing all administrative and Budget related matters of DLHS-4 2. Preparation of RFPs for selection of survey Agencies 3. Technical & Financial Evaluation of Bids 4. Contract agreement with Field Agencies 5. Release of payments to Field Agencies as per payment plan 6. Monitor overall progress of survey as per timelines
Position	Project Officer - Accounts (No. 01)
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
Qualifications	<p>Essentials :</p> <ul style="list-style-type: none"> • M.com degree of recognized University with three years experience <p>Desirables :</p> <ul style="list-style-type: none"> • ICWA, CS, CA (interns) • Retired personal from Audit Department can also apply. Age relaxation may be provided to experienced retired personals from Audit Department.
Age	35 years (Maximum)
Salary	Rs. 30,000/- Per Month (Consolidated)
Place of Work	IIPS, Mumbai

Application with testimonial and supporting documents with CV and a photo (passport size) should be sent to the DLHS-4 Coordinator, IIPS, Deonar, Mumbai- 400088.

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 three months extendable on satisfactory discharge of assigned responsibilities. Only sort listed candidates shall be called for interview. The duration of the DLHS-4 Project is 1 to 2 years. No TA/DA shall be provided for attending the interview.

**Registrar
IIPS, Mumbai**