

**Terms of Reference  
MIS Manager, MoH&FW**

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.

**Eligibility**

<b>Education Qualification</b>	1. Possess Post Graduation in Statistics/ Demography/ Operation Research/ Mathematics (Specialization in Statistics) 2. Computer proficiency with commonly used packages like MS-Word, Excel, Power Point & Web surfing. 3. Willingness to travel to States and districts to provide technical assistance and ability to work on different assignments simultaneously to meet the timelines for assignments.
<b>Years of Experience</b>	1 year of relevant experience
<b>Age</b>	Upto 45 years
<b>No. of Post</b>	One (1)
<b>Remuneration (Consolidated)</b>	Rs. 70,000/- Per Month

**Roles & Responsibilities:**

- To facilitate the activities of the NRHM/NHM Facility Centre.
- Developing Data Collection Tool and correction in the tool whenever it's required.
- Provide & supervise data processing services for the proposed MIS of NHM.
- Preparing report & making presentation on the progress of the programme for National & States level.
- Analysis of all states & UTs performance on each indicator of NHM.
- Compare the information of NHM MIS report vs. HMIS and reported to States and Statistics Division of Ministry.
- Supervising the website maintenance of NHM
- Supervising the logistics management of various publications, reports, and IEC Materials for NHM programme.
- Monitor & supervise the incoming communication/ correspondence for effectively / expeditiously communication to different Ministries / State Governments / Divisions etc.
- Maintaining a monitoring protocol for the communication received & action taken reports from various divisions under the NHM.
- Monitoring quality of data reporting, by using feedback mechanism to States, UTs and various divisions in the Ministry or outside Ministry.
- Interaction with various state authorities in respect of NHM activities.
- Providing support to the Mission Directorate at the time of conference, meeting of the Empowered Programme Committee or the Mission Steering Group or for presentation before Ministries / State Secretaries / any other.
- Assisting officers of NHM Division as and when required.
- Any other job as and when assigned.

**How to apply:** Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrccindia.org>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is **23-Aug-2022**.