

Terms of Reference
Short Term- IT Consultant

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM) as an autonomous registered society, to channelize technical assistance and capacity building support to the states for strengthening the public health system. The NHSRC is also mandated to contribute towards National strategic health planning and programme design.

NHSRC intends recruiting Short Term IT Consultant purely on contractual basis.

Roles & Responsibilities:

Manage Issues and Risk:

- Support IT Manager in Developing and implementing IT policy and best practice guides for the organization
- Manage the LAN, TCP/IP and troubleshooting. conversant with windows server Administration
- To handle the dependencies between projects
- Liaising / coordination with NIC or other vendors as required.
- Manage EPBAX at NHSRC.

Monitoring Progress:

- Manage information technology and applications systems
- Support IT Manager in Design, develop, implement and coordinate systems, policies and procedures
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
- File Management and Movement
- AMC and Contact Management
- Responsible for timely Insurance & Guaranty / Warranty status and recordkeeping
- Monitor and optimize infrastructure performance and manages backups
- Identify and deliver cost saving and service improvement initiatives

Reporting and Documentation:

- Maintain the program documentation that includes all plans, deadline, & briefs
- Any assignment, which may be given / assigned to him/her from time to time by the Executive Director / Principal Administrative Officer/ IT Manager
- Graduate in B.Tech (IT/Computer) / BE (IT/Computer) / MCA
- 5 years of Post Qualification work experience in IT support Service/Network Management
- Should have hands on experience on management of ethernet switches and media.
- Good verbal and Writing skill in English

Formal educational qualification and experience could be relaxed when there is published work of high quality or whenever there is work experience of specific relevance.

Age limit: Upto 45 years.

Work Location: New Delhi.

Contract tenure: Three months and extendable

Remuneration Range: Rs. 60,000 – 90,000/- per month (consolidated).

***Fee offered within the band will be commensurate qualification and experience**

Note: As this is a short term assignment;

- Preference will be given to candidates residing within Delhi/NCR region.
- The selected candidate will be required to join within 7 days.

To Apply: Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to shortterm.nhsrc@gmail.com by **3 December 2020**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accept