

Terms of Reference
Consultant-Information Management

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM), Ministry of Health & Family Welfare, as an autonomous registered Society, to channelize technical assistance and capacity building support to the states for strengthening the public health system. NHSRC is mandated to contribute to health policy, strategy development, national health planning, programme design and evaluation.

If you have a commitment to health equity and excellence, here is a unique chance to work with a team committed to shaping the public health landscape in India. The position offers you an opportunity to participate in the process of strengthening health systems, improving health service delivery and enabling positive health outcomes, through hands on implementation assistance at national, state and district levels. Working with a trans disciplinary team, you can discover, adapt, co-create and disseminate solutions to multiple challenges related to service delivery systems, universal primary health care, human resources for health, community processes, health financing, quality of care, public health planning and health promotion. This is an opportunity to support health systems strengthening at scale, learn from district and sub district implementation, undertake knowledge translation, and enable realization of the vision of Universal Health Coverage.

The position is specifically for the requirement of One, Consultant – Information Management under the Knowledge Management Division, purely on contractual basis.

Roles & responsibilities:

- Support review and analysis of published and grey literature and data available through various sources on a periodic basis, including National / State / District level survey, HMIS, Sustainable Development Goal indicators and Universal Health Coverage indicators.
- Ensure availability of information from available data sources in an easily transferrable and usable form, based on the requirement of the Knowledge Management and other divisions. Keep divisions abreast of latest findings on key health systems data and studies including SDG and UHC indicators.
- Support in interpreting information obtained from compiled data and reporting their findings to the relevant divisions.
- Support in developing indicators / templates of reports / dash boards / score cards as per the requirement of National Health Systems Resource Centre
- Support in activities pertaining to data collation and analysis, in coordination with Implementation Research for Health Systems Strengthening (IR-HSS)
- Ensure timely and high-quality responses to MoHFW and Parliament Questions pertaining to the division
- Support Executive Director in other assignments as and when required.

Qualifications and Experience:

- Medical/Dental/Health Science/Biostatistics Graduate with Post Graduate qualification in Community Medicine/Public Health/Health Informatics/ Epidemiology/Clinical Research/Health Systems Research
- Have at least 2 years of post-qualification experience; Experience of working in the public health system and research would be highly desirable
- Understanding of public health issues in India and role of various stakeholders
- Willingness to travel to states & districts to provide technical assistance & ability to work on different assignments simultaneously and beyond office hours to meet the timelines for assignments.
- Computer Skills: Proficiency in commonly used packages like MS Word, Excel, Power Point. Ability to use internet to for desk research, literature review and accessing other relevant documents.
- Essentially a team player with demonstrated ability to work in a multi-disciplinary team along with good interpersonal abilities
- Experience in Data analysis and medical writing is preferred
- Good communication skills in English - both written and oral, presentation skills, ability to write analytical reports are all essential. Working knowledge of Hindi desirable.

- Ability to carry out the given task on his/her own or with minimal supervision

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: Not above 40 years

Location: New Delhi with extensive travel to states and Districts

Contract Tenure: Initially, for a period of one year. (The first 3 months will be period of probation. Subject to satisfactory performance, the consultancy will continue for full one year). The consultancy can be terminated by either part giving a notice of one month in writing.

Consultancy Fee Band: Rs. 60,000/- to Rs. 1,20,000/-

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

(Consultant shall not be entitled to any other benefits, payments, subsidy, compensation or pension, except as expressly provided in the consultancy agreement. The Consultant shall not be exempt from taxation and shall not be entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received)

- Candidates selected in this interview could be considered for other vacant positions at NHSRC requiring similar skill sets and at appropriate level.

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 **nhsrc.kmd@gmail.com only by 14-October-2020**. Applications submitted in other formats or through other channels with an intent to influence may be a reason for rejection. Please ensure that the post applied for is clearly mentioned on the application form, without which the application form will not be accepted.