

**Terms of Reference**  
**Consultant-Healthcare Financing (Data Analysis)**

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. Work at NHSRC is organised around multiple divisions, namely – Community Processes, Quality Improvement, Public Health Planning, Public Health Administration, Healthcare Financing & Healthcare Technology, HMIS and Human Resources for Health.

NHSRC intends recruiting Consultant (HCF) purely on contractual basis.

**Location:** New Delhi with requirement of travel to states & districts. Travel could be up to 50% of time in a month.

**Roles & Responsibilities:**

- Ability to prepare data collection, management and analysis plan for all research related to healthcare expenditures (qualitative and quantitative research)
- Design templates and user research programs in relevant statistical packages to display and analyze research data.
- Compile data from various databases and/ or sources, and perform statistical analyses
- Review data files for quality of data entry and basic data cleaning to ensure all observations are uniquely identified and reported data is internally consistent
- Design and prepare reports and summaries for statistical analysis and planning purposes
- Document procedures used for analysis for future reference
- May assist in development of software for data analysis as required.

**Qualification and Work Experience:**

- Master's level degree in Information technology, statistics, or economics is required. Courses/ modules public health are desirable
- Good knowledge of STATA/ SPSS or other statistical packages for qualitative and quantitative research is required.
- Minimum 3 years post qualification experience working with research programs handling large research data sets preferably relating to healthcare expenditures.
- Relevant experience conducting, managing and designing field work and primary data collection
- Advanced application of Microsoft's tools including Excel, Access and PowerPoint
- Strong organizational, data visualization, presentation and communication skills
- Excellent communication skills, with focus on research protocols, research papers and descriptive reports
- 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:** 40 years & below. Age can be relaxed for a suitable candidate.

**Note:** It is mandatory to mention Age, Year of Passing the Degrees, Current and Past Employment dates on your resume, without which it will not be accepted.

Applications must reach by 4 p.m. on 3-Jan-2015 by email to [consultant.hcf2014@gmail.com](mailto:consultant.hcf2014@gmail.com) or by post / by hand to HR Manager, NHSRC, NIHFV Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067. Please ensure to mention post applied for on the envelope (in post) and subject-line (in e-mail), without which applications will not be accepted.