

Terms of Reference - HMIS Fellowship

Location: New Delhi

NHSRC : National Health Systems Resource Centre

NHSRC is Registered Society under the aegis of Ministry of Health & Family Welfare, Govt. of India, to provide technical support to National Health Mission (NHM)

Role and Responsibilities:

- Regular updating different survey reports , studies from different websites
- Downloading and assisting in Analysing data from HMIS web portal
- support to states and districts
- Capacity building in states/Districts/blocks
- Checking data quality and helping the states in improving the data quality
- Responding to different divisions ' data related requirement
- Undertake other assignments/studies, which may be assigned from time to time by the ED / Reporting Officer

Educational Qualification

- Any graduate with Master Degree in Public Health / MBA in any Health discipline.

Skill Required:

- Excellent communication skills (including written and presentation skills) in English.
- Computer proficiency including MS Office (Word/ PowerPoint and advance excel skills).
- Ability to complete multiple tasks under pressure and work in a multi cultural team environment.
- The candidate should be willing to travel.

Age: 35 years & below (maximum age will be counted from the last date for receiving the applications).

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 23-Aug-2014 by email to fellow.hmis2014@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.