

**Terms of Reference
Fellow – Public Health Planning**

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 Fellow (PHP) purely on contractual basis who will be based at the Delhi office of NHSRC and will report to the Advisor Public Health Planning division. The fellow will provide assistance to the public health planning division in achieving the key deliverables as per annual work plan. The fellow may be assigned technical tasks by Advisor and Executive Director NHSRC based on the needs and requests from ministry.

Roles & Responsibilities:

1. Support the PHP team members in preparing technical and policy briefs, responding to technical queries from ministry and conducting field evaluations
2. Collation and analysis of data from state PIP & HMIS, and dissemination for use within public health planning division and beyond.
3. Conduct large scale literature reviews and synthesize the information in a succinct manner
4. Provide technical and operational assistance in conducting capacity building workshops and trainings of senior and mid level programme managers of state
5. Mobilizing technical assistance inputs for the states and district administration, including preparation of Terms of Reference, inviting proposals/ application etc.
6. Undertake other assignments, which may be assigned from time to time by the Advisor Public Health Planning / Executive Director, NHSRC.

Educational Qualifications and Experience

- Any graduate with Master Degree in Public Health/ Community health, Preventive & Social Medicine.
- It is desirable to have some post qualification work experience in Health Systems Research or in Planning and implementation of service delivery. However, it is not mandatory

Skills and Competences

- Demonstrated experience in conducting literature review and writing and presenting technical reports
- Excellent analytical skills and ability to manage large databases
- Published work in the area of health systems or public health will be an added advantage.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point, outlook & Web surfing.
- Ability to work on multiple assignments simultaneously to meet the tight timelines
- Good interpersonal skills and demonstrated ability to work in a multi-disciplinary team environment.
- Excellent oral and written communication skills in English. Working knowledge of Hindi is desirable.
- Willingness to undertake travel to states & districts as and when asked by line manager.

Age Limit: 35 years & below.

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 1-Jan-2015 by email to fellow.php2014@gmail.com or by post / by hand to HR Manager, NHSRC, NIHFWS 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.