

Terms of Reference
Consultant (Rural Health Statistics) (Statistics Division)

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking resumes from qualified candidates for the above mentioned post purely on contractual basis.

Roles & Responsibilities	<ul style="list-style-type: none"> The Consultant will be based at PRC Unit of Statistics Division of Ministry of Health and Family Welfare and will directly work under the supervision of Director, Statistics Division.
Detailed responsibilities of the position	<ul style="list-style-type: none"> Formulation of formats for Rural Health Statistics publication as per the new health programmes. Data processing and tabulation as per the requirement of the publication. Compilation and Data Analysis of Rural Health Statistics data with HMIS and previous Rural Health Statistics publication. Finalization of data for Rural Health Statistics publication. Preparation of material for Rural Health Statistics along with the required data tabulation, Graphs & Maps for Rural Health Statistics publication. Preparation of the Rural Health Statistics publication files to be uploaded on the Ministry's portal. Formulation of tender documents for design and printing of Rural Health Statistics publication. Co-ordinating with State/UTs and the nodal officers for the data collection. Regular follow-up with the States/UTs after getting the data regarding the discrepancies or timely reporting. Coordination and arranging meetings for technical and financial bids for Rural Health Statistics publication. Coordination with the vendor regarding design and printing of Rural Health Statistics publication and proof reading of the final copy of the publication. Work related to the distribution of the Rural Health Statistics publication to the various stake holders. Processing release of funds to vendors. Any other work designated by reporting officer.
Eligibility	
Age Limit	Upper limit 45 years as on last date of receiving application.
Minimum Education Qualification	Possess at least post-graduation degree/diploma in health management / public health / Statistics / information technology / Health Informatics.
Minimum Experience	The consultant should have at least 2 years of Post Qualification work experience of Health data management and analysis.
Desired Skills & Competencies	<ul style="list-style-type: none"> Two years' experience in data handling/data analysis. Working knowledge of MS-Office and Statistical software (SAS, SPSS etc.). Having familiarity with RCH programmes will be an advantage. Preference will be given to candidates who have already worked at National or State level MIS. Computer proficiency with high level of familiarity with commonly used Windows, MS Office and other software packages. Willingness to travel to States and districts to provide technical assistance and ability to work on different assignments simultaneously to meet the timelines for assignments. Formal educational qualification, experience and age could be relaxed for suitable candidates.
Other terms and Conditions	<ul style="list-style-type: none"> In case of resignation, one month's notice is to be served. Should be ready to travel anywhere in India.
Location	New Delhi
Remuneration	Between Rs. 60,000/- to Rs. 90,000/- per month (Consolidated)

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 hmis.recruitment@gmail.com only by **10-Jan-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 accepted.