

Terms of Reference

IT Manager

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. 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 positions offers you an opportunity to actually 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.

NHSRC intends to engage IT Manager, purely on contractual basis.

Roles & Responsibilities:

Manage Issues and Risk:

- Developing and implementing IT policy and best practice guides for the organisation
- To handle the dependencies between projects
- Liaising / coordination with NIC or other vendors as required.
- Supervision of LAN and EPBAX at NHSRC.

Monitoring Progress:

- Manage information technology and applications systems
- Design, develop, implement and coordinate systems, policies and procedures
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
- File Management and Movement
- AMC and Contact Management
- Responsible for timely Insurance & Guaranty / Warranty status and recordkeeping
- Issuance of IT Clearance Certificate
- Monitor and optimize infrastructure performance and manages backups
- Identify and deliver cost saving and service improvement initiatives

Reporting and Documentation:

- Maintain the program documentation that includes all plans, deadline, & briefs
- Any assignment, which may be given / assigned to him/her from time to time by the Executive Director / Principal Administrative Officer/NHSRC

Qualifications & Experience:

- Graduate in B.Tech (IT/Computer) / BE (IT/Computer) / MCA
- 6 years of Post Qualification work experience in IT support Service/Network Management
- Good verbal and Writing skill in English/Hindi

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: 45 years & below. (As on last date of application)

Location: New Delhi with Willingness to travel on need basis

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

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

- 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 recruitments.nhsrc@gmail.com **only by 01-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