

Terms of Reference
Technical Officers - Data Management under NPCCHH (NCDC)

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

The Centre for Environmental & Occupational Health (CEOH) at National Centre for Disease Control is the nodal technical agency for Climate Change and Human Health in the country. This division has prepared National Action Plan on Climate Change and Human Health, with experts, to suggest health adaptation strategies against climate sensitive illnesses. The division is coordinating with other ministries and departments other than health as well as States and UTs to protect health of citizens against climate sensitive diseases in the country. This centre will provide technical inputs and support to Environmental Health Cell at state and UTs regarding the capacity building, implementation, monitoring, supervision & evaluation of the NAPCCHH program.

Roles and Responsibilities

- Technical support for activities suggested under the National Action Plan on Climate Change and Human Health of Ministry of Health & Family Welfare.
- Through use of spreadsheet, pivot tables and statistical analysis software packages to store, analyze and present data related to NPCCHH
- Support in developing format for 'standard report generation' preferably on MS Excel.
- Support in review and manage databases, data collection system, data analytics and other strategies that optimize statistical efficiency and quality. Identify data quality issues.
- Identify, monitor, analyze and Interpret data using statistical techniques for investigation. Maintain data, its timeliness and quality and prepare and disseminate monthly reports
- Provide data management support to users at state and below level.
- Give necessary inputs for development of IT based tool/ Mobile based Application
- Assist in trainings and capacity building,
- Support in intersectoral coordination including National Programme on Health as well as other sectors in reference to climate sensitive illnesses.
- Assist in Monitoring and Evaluation & development of Health Information System
- Undertake other assignments, which may be assigned from time to time by the Reporting Authority

Qualifications & Experiences:

Eligibility

- A regular Master's degree (any discipline) from a recognized university along with additional qualification in Computer Application / Information Technology / Computer Science.
- Minimum of 5 years' post Master degree qualification experience in the field of public health or environmental data in National or State level Government Sector, Government Affiliated Sector, UN Organization, Large Non Governmental Organization.
- Well versed with MS Office (Word, Excel, Power point and Access) and other popular IT applications.
- Skills in Desktop Publishing, DTP Applications, and Graphic Designing software
- Proficiency in Maintenance of Database, Data analysis and Presentation of data.
- Skill in health data relevant softwares - Health Mapping, Geographic Information System, statistical software packages
- Familiarity with the Indian health system, key stakeholders and relevant government policies/strategies particularly of disease surveillance programmes under National Health Mission
- Good coordination and communication skills
- Demonstrated ability to coordinate and work in a multi-disciplinary team environment

- Willingness to travel to states & districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments

Desirable

- National level experience in the field of disease surveillance programme under National Health Mission
- Additional qualifications in Desktop publishing, DTP Applications, Graphic Designing, Database Management, Health Mapping, Geographic Information System, Statistical software packages

Remuneration:

- Rs. 75,000/- per month (consolidated) on contract basis
- Provision for 5% annual increment on extension of contract

No. of Position: Two (02)

Age: Not more than 40 years

Location: New Delhi with willingness to travel to states and districts

Type of Contract: Purely Contractual in nature

Duration: One Year from date of appointment. The contract can be terminated by either side with one-month notice

Reporting: Consultant will report to the Head of Centre for Environmental & Occupational Health, National Centre for Disease Control

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 ncdc.mohfw@gmail.com only, by **27-Nov-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.