

**Terms of Reference  
Data Manager (NRCP)**

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

**Programme Name**

National Rabies Control Programme (NRCP)

**Name of the Post**

Data Manager

**Number of Post**

One (purely on contractual basis). The contract can be terminated by either side with one month notice

**Work Responsibility**

1. Organize and monitor timely collection, compilation and analysis of surveillance data from the states.
2. Supervising programme wise, state wise compilation of files and reports.
3. Documentation of data on training, field visits and investigations undertaken under the programme.
4. liaison with the state/district officials state/district officials
5. Support effective operational integration of disease control efforts based on the surveillance data
6. Development of effective data sharing mechanism with division and with IDSP.
7. Feedback to states on monthly progress under the programme
8. Preparing proposal for web based model for integration of data between rabies related from IDSP and NADERS
9. Any other duties assigned by supervising officer.

**Qualification and Experience**

Graduate with 1 year Diploma course in computer application with five year experience in the related field.

**Age**

Not more than 45 years

**Monthly Remuneration**

Consolidated Rs. 40,000/- per month. No other allowances are permissible except TA/DA on official tours as per Govt, rules.

**Leave**

8 Casual Leaves, 2 Restricted Holidays, Government Gazetted Holidays as observed locally would be permissible.

**Place of posting**

NCDC, Delhi

**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](mailto:ncdc.mohfw@gmail.com) only by **12-Jul-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.