

Terms of Reference
Senior Consultant – Public Health (NCD-CPHC Software)

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

The terms of Reference for the aforesaid post are as under:-

1. Roles & Responsibilities:

- (i) To liaison with state officials, technology partners and other stakeholders.
- (ii) To examine data for inconsistencies and follow-up with the states for rectifying the errors in data.
- (iii) To develop indicators/ templates for reports/ dashboards/ score cards as per requirement.
- (iv) To compile reports based on data analysis using statistical tools for providing stakeholders.
- (v) To identify gaps and suggest solutions for improvising existing applications.
- (vi) To organize workshops at the national level for state level officers.
- (vii) To provide training to State and District level officers on various aspects of data reporting formats, reports and utilization of data.
- (viii) To review activities at the state level.
- (ix) To monitor program implementation at the state level and hand-holding officials, as needed.
- (x) To provide inputs in Program Implementation Plan on software and related activities.
- (xi) To prepare monthly, quarterly and annual reports.
- (xii) The consultant will work for the Ministry of Health and Family Welfare and place of duty will be New Delhi. He or she may be required to travel within the country.
- (xiii) Undertake any assignments, which may be assigned from time to time.
- (xiv) To assist JS (NCD)/ Adviser (NCD)/ Director (NCD) / other Sr. officers for program related activities.

2. Qualification & Experience:

Essential:

MBBS with public health post graduate qualifications and 3+ years of working experience in public health

OR

Non-MBBS (but with relevant degree BDS/BAMS/BHMS/MSW/Masters in social sciences / Para medical) with Public Health post graduate qualification with 5 + years of working experience in public health

Desirable:

Experience in working on software for healthcare

- 3. Age limit:** Upto 42 years. Retired Govt. /Public sector officer's upto the age of 62 years(on the date of closing of application) are eligible to apply.
- 4. Remuneration:** Rs.90,000-1,30,000 per month (consolidated).
- 5. Reporting Officer:** Director (NCD), Ministry of Health and Family Welfare.
- 6. Place of posting:** New Delhi.

Note:

- i. The applicant should be conversant with the use of computers in words processing worksheets for data compilation, basic analysis, internet use and presentation.
- ii. The applicant should be able to tour extensively for monitoring and supervision.
- iii. Age Limit : will be counted as on Last date of receiving of applications
- iv. Tenure: 1 year with effect from the date of joining to the post, which is extendable as per rules and scheme guidelines as per preference and mutually agreed terms and conditions.
- v. The remuneration shall be fixed in the range given, depending upon qualification and experience.

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 ncd.nhsrc@gmail.com by **1-Nov-2018**. 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.