



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting applications for positions of HMIS Supervisor at Regional Programme Management Unit (RPMU)

In order to oversee proper and qualitative implementation of National Rural Health Mission (NRHM) in the districts, a Regional Programme Management Unit is being established at the divisional headquarter and districts which will be manned by Regional Programme Manager, Regional Accounts Manager, Regional M & E Officer and HMIS Supervisor.

For its proper functioning, State Health Society, Bihar invites applications from suitable career oriented professionals for the following post:

Sl. No.	Name of the posts	No. of Vacancy	Salary (PM) in Rs.
1.	HMIS Supervisor	(09)	
		Unreserved	- 05
		EBC	- 02
		SC	- 01
		BC	- 01

General Conditions:

1. Maximum age limit 45 years.
2. Specific work experience in relevant field may be indicated in application.
3. The recruitment will be on contract basis for a period of 3 years which may be renewed every year based on performance & conduct of the consultant.
4. Application fees for the post mentioned above is Rs.500/- for applicants under General category, fee for OBC and SC/ST candidates would be Rs. 300/- and 250/- respectively for each of the positions.
5. **No application will be accepted without submission of application fee.**
6. Original Bank Draft (Application Fee) drawn on any nationalized bank and payable at **Patna** favoring “**State Health Society, Bihar**” should be sent along with application form/separately to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014.
7. Candidates applying through email should mention the details of the Bank Draft in the appropriate place in the application format and may send the bank draft through speed post only at the above mentioned address.
8. Only short listed candidates will be called for interview.
9. No TA/DA will be given for attending the interview for any position.
10. The society reserves the right to cancel any or all the positions mentioned above.
11. Application in the prescribed format and complete in all respect must be sent to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014 containing self attested photocopies of certificate and testimonials in sealed envelope by speed/registered post on or before **30/07/2010 at 5 PM. The name of the post applied for must be mentioned on the top of the envelope.**
12. Applications in the prescribed format can also be emailed at hr.shsbihar@gmail.com clearly mentioning the post applied in the subject line.
13. The **ToR**, qualifications/ experience/ emoluments of above positions and **application form** available on the website of the State Health Society, Bihar (www.statehealthsocietybihar.org).

Details of short listed candidates who would be invited for selection/interview will be displayed on the website: www.statehealthsocietybihar.org

Last date of submission of form along with fee is **30/07/2010 at 5 PM.**

Applications should be sent in prescribed format available on the above mentioned website clearly mentioning the position applied. Applications in other format will not be accepted.

For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted on working days during office hours (10.00 – 17.00 hrs) on Ph. No. 0612-2281545/2285674.

**Executive Director
State Health Society Bihar**

State Health Society, Bihar
Parivar Kalyan Bhawan, Sheikhpura, Patna 800014

Terms of Reference
HMIS Supervisor

Background

In order to oversee proper and qualitative implementation of NRHM in the districts, a Regional Programme Management Unit is being established at the divisional headquarter & districts which will be manned by Regional Programme Manager, Regional Accounts Manager, Regional M&E Officer and HMIS supervisor.

Name of the Position:

HMIS Supervisor

Number of Position:

9 (1 in each RPMU)

Place of posting:

All Regional Headquarter & districts

Reporting to:

- Regional Programme Manager.
- Regional Monitoring & Evaluation Officer.

Roles and Responsibilities:

1. Supervision of HMIS data flow at the Regional level.
2. To compile HMIS reports, data entry and analysis and giving feedbacks to the health facilities and Regional Programme Management Unit.
3. Preparing monthly and quarterly HMIS reports at Regional level.
4. Collecting the monthly HMIS reports from health facilities.
5. Assisting regional monitoring & evaluation officer in his / her functioning and for setting and implementing indicators and targets.
6. Conducting HMIS initial or refresher training for the district / block level employees under NRHM based on the need of the programme.
7. Undertake field visits pertaining to his / her region.

Eligibility:

- Graduate in Computer application /information system.
- 2 years of relevant experience in management of MIS system
- Some experience of working with Health management System would be preferred for this position.
- Good communication and presentation skills, analytical and interpersonal abilities, along with working knowledge of Hindi also desirable.

Salary & Emoluments:

- The positions will be contractual in nature and will be appointed by the State Health Society, Bihar.
- Regional HMIS Supervisor will be paid at the rate of Rs.12, 000/- (Rupees Twelve Thousand only) per month.

Application Form

<i>Application for the post of</i>				
Demand Draft Details	Issuing Bank: Branch: Demand Draft Number: Date of issue: Payable at: Category: General/OBC/SC ST (tick mark whichever is applicable)			
Name				
Present Address				
Permanent Address				
Contact Number				
E-mail				
Father's/ Husband's Name				
Date of Birth				
Marital Status				
Nationality				
<i>Academic background (Starting from highest)</i>				
SN	Qualification	School/Institute/University	Year of passing	Percentage of Marks/ grades obtained (if any)
1				
2				
3				
4				

Technical Qualification (Starting from highest)				
SN	Qualification	School/Institute/University	Year of passing	Percentage of Marks/ grades obtained (if any)
1				
2				
3				
4				
Trainings and workshops attended				
SN	Topic	Institution/Organization	Year	Objective of the training/workshop
1				
2				
3				
4				
Work Experience (starting from the latest)				
Experience 1	From			
	To			
	Name of the Organization with its brief profile			
	Designation held			
	Brief profile of the responsibilities held			

Experience 2	From	
	To	
	Name of the Organization with its brief profile	
	Designation held	
	Brief profile of the responsibilities held	
Experience 3	From	
	To	
	Name of the Organization with its brief profile	
	Designation held	
	Brief profile of the responsibilities held	
<i>Any other information that the candidate would like to give in support of his/her candidature</i>		