



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting applications for various post under Integrated Disease Surveillance Project (IDSP)

State Health Society, Bihar under National Rural Health Mission invites applications from suitable career oriented professionals for the following post on contractual basis for Integrated Disease Surveillance Project (IDSP):-

Sl. No.	Name of the posts	No. of Vacancy	Consolidated Salary (PM in Rs.)
1.	Epidemiologist (at State HQs)	(1) UR - 1	35,000/-
2.	Epidemiologist (at District HQs)	(18) UR - 6 EBC - 4 SC - 6 ST - 0 BC - 1 BC(F) - 1	30,000/-
3.	Data Manager (at District HQs)	(5) SC - 5 UR - 0 EBC - 0 ST - 0 BC - 0 BC(F) - 0	13,500/-

General Condition:-

1. Maximum age limit 45 years (As on 01.06.12).
2. 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.
3. **Reservation Roaster will be applicable as per Bihar govt. Norms.**
4. Application fees is Rs. 500/- for applicants under General category, Rs. 300/- for BC/EBC and Rs. 250/- for SC/ ST candidates.
5. Candidate applying for more than one position needs to submit application form & application fee for each of the positions separately.
6. **No application will be accepted without submission of application fee.**
7. 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.
8. Only shortlisted 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 **The Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800014** containing bank draft, self attested photocopies of certificate and testimonials in sealed envelope only through speed/registered post so as to reach the above address on or before **26/06/2012** at 5 pm. **The name of the post applied for must be mentioned on the top of the envelope.**
12. **The ToR, qualifications/ experience/ emoluments of above positions and application form are available on the official website of the society. (www.statehealthsocietybihar.org).**

Last date of submission of form along with fee is 26/06/2012 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 AM – 5 PM) on Contact No. 7488270145.

**Executive Director
State Health Society, Bihar**

Term of reference (ToR)

Integrated Disease Surveillance Project (IDSP)

State Health Society, Bihar under National Rural Health Mission invites applications from suitable career oriented professionals for the following post on contractual basis for Integrated Disease Surveillance Project (IDSP):-

1. Epidemiologist (at State HQS)

Reporting	:	State Surveillance officer (IDSP), SHS, Bihar.
Place of Posting	:	State Health Society, Bihar, Patna
No. of Position	:	1 (Unreserved)
Age	:	Maximum 45 years (As on 01.06.2012)
Salary	:	Rs. 35,000/- (Rupees Thirty five thousand only) per month consolidated.

Qualification/Experience:

" Medical Graduate (MBBS) with Post Graduate Degree/Diploma in Preventive and Social Medicine/Public Health or Epidemiology (such as MD, MPH, DPH, MAE etc.)

Or

M.Sc. in Life Sciences with 3 years experience in Public Health/ MPH (Masters in Public Health) with 3 years experience in Public Health (Post Graduate Degree/Diploma in Public Health will be preferred)

Or

M.Sc. (Epidemiology) with 3 years experience in Public Health."

Note : Candidates having higher qualification will be given priority in shortlisting for interview.

Objective of the Assignment :

- Provide technical support to State Surveillance Officer to implement IDSP and ensure operational continuity for the program.
- Provide oversight for data collation, reporting, analysis and local action including outbreak investigation. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the district.
- Organize Rapid Response Teams for undertaking prompt outbreak investigations. Feedback to lower level institutions on reporting, trends and outbreak. Local media monitoring.
- Support capacity building by organizing training for state IDSP staff, monitoring training impact on the field and assessing emerging training needs.
- Liaison with other departments that have relevance to disease surveillance (Animal Husbandry, Women and Child Welfare, Panchayat Raj etc.) and Organize activities to strengthen partnerships with Medical Colleges, NGO sector & Private sector in disease surveillance and control of diseases. Monthly reviews and compilation of periodic reports and plans under the project.
- Support the organization of annual state dissemination meetings on disease surveillance and preparation of "state annual disease surveillance report" by January every year.
- Provide technical support for National Vector Borne Diseases Program (NVBDCP) through supporting fever surveillance and oversight for the line listing of vector borne diseases.

Job Responsibilities :

- Organize and monitor timely collection of data from all reporting districts. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the State.
- Analyses surveillance data and prepare weekly surveillance graphs and charts.

- Identify outbreaks of diseases targeted in IDSP for all reporting districts using triggers agreed with Central surveillance unit.
- Collect monthly summaries of the disease situation from the district surveillance units.
- Prepare and send monthly summaries of the disease situation to the Central Surveillance unit and Regional Project Coordinator.
- Initiate outbreak investigations promptly following the standard operating guidelines of IDSP.
- Coordinate movement of Rapid Response Team & participate in all outbreak investigations.
- Ensure timely submission of FIR(First Information Report) and detailed Outbreak Report to SSU/CSU and Regional Project Coordinators.
- Ensure timely submission of annual project report and annual surveillance report of DSUs, prepare and timely submit annual project report and annual surveillance report for the SSU to CSU and Regional Project Coordinators.
- Support effective operational integration of disease control efforts based on the surveillance data.
- Coordinate involvement of Medical Colleges, Private sector, Community and media in surveillance activities.
- Provide regular feedback to all reporting districts on disease trends and outbreaks.
- Organize, coordinate & monitor training of state/district staff under IDSP.
- Identify emerging training needs at the state/district and revise training calendars accordingly.
- Organize dissemination of training manuals and materials for training courses.
- Assist in organizing independent evaluation studies under IDSP and its outcome.
- Supervise Data Manager and Consultant Finance/Procurement appointed under IDSP to ensure timely submission of quality information required in relation to data and Finance/Procurement matters.
- Monitor proper use of EDUSAT facility / IT networking towards data transfer, training, e-conferencing.
- Coordinate regular meetings of State/District Surveillance Committee and assist in inter-sectoral coordination for effective IDSP implementation.
- Organize regular meetings of IDSP stakeholders.
- Make supervisory visits to DSUs to monitor implementation of Project activity.
- Support State Surveillance Officers in carrying out other works related to effective implementation of IDSP.

2. Epidemiologist (at District HQs)

Reporting	:	District Surveillance officer (IDSP) of the concerned district.
Place of Posting	:	District Health Society (Concerned district)
No. of Position	:	18 (UR – 6, EBC-4, SC- 6, ST-0, BC- 1, BC (F) -1)
Age	:	Maximum 45 years (As on 01.06.2012)
Salary	:	Rs. 30,000/- (Rupees Thirty thousand only) per month consolidated.

Qualification/Experience

" Medical Graduate (MBBS) with Post Graduate Degree/Diploma in Preventive and Social Medicine/Public Health or Epidemiology (such as MD, MPH, DPH, MAE etc.)

Or

M.Sc. in Life Sciences with 2 years experience in Public Health/ MPH (Masters in Public Health) with 2 years experience in Public Health (Post Graduate Degree/Diploma in Public Health will be preferred)

Or

M.Sc. (Epidemiology) with 2 years experience in Public Health."

Note : Candidates having higher qualification will be given priority in shortlisting for interview.

Objective of the Assignment:

- Provide technical support to District Surveillance Officer to implement IDSP and ensure operational continuity for the program.
- Provide oversight for data collation, reporting, analysis and local action including outbreak investigation. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the district.
- Organize Rapid Response Teams for undertaking prompt outbreak investigations. Feedback to lower level institutions on reporting, trends and outbreak. Local media monitoring.
- Support capacity building by organizing training for state IDSP staff, monitoring training impact on the field and assessing emerging training needs.
- Liaison with other departments that have relevance to disease surveillance (Animal Husbandry, Women and Child Welfare, Panchayat Raj etc.) and Organize activities to strengthen partnerships with Medical Colleges, NGO sector & Private sector in disease surveillance and control of diseases. Monthly reviews and compilation of periodic reports and plans under the project.
- Support the organization of annual state dissemination meetings on disease surveillance and preparation of "district annual disease surveillance report" by December every year.
- Provide technical support for National Vector Borne Diseases Program (NVBDCP) through supporting fever surveillance and oversight for the line listing of vector borne diseases.

Job Responsibilities:

- Organize and monitor timely collection of data from all reporting units. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the district.
- Analyses surveillance data and prepare weekly surveillance graphs and charts.
- Identify outbreaks of diseases targeted in IDSP for all reporting units using triggers agreed with State and Central surveillance unit.
- Prepare and send monthly summaries of the disease situation to the State Surveillance unit and Regional Project Coordinator.
- Initiate outbreak investigations promptly following the standard operating guidelines of IDSP.
- Coordinate movement of Rapid Response Team & participate in all outbreak investigations.
- Ensure timely submission of FIR (First Information Report) and detailed Outbreak Report to SSU and Regional Project Coordinators.
- Prepare and timely submit annual project report and annual surveillance report for the DSU to SSU and Regional Project Coordinators.
- Support effective operational integration of disease control efforts based on the surveillance data.
- Coordinate involvement of Medical Colleges, Private sector, Community and media in surveillance activities.
- Provide regular feedback to all reporting units on disease trends and outbreaks.
- Organize, coordinate & monitor training of districts staff under IDSP.
- Identify emerging training needs at the district and revise training calendars accordingly.
- Organize dissemination of training manuals and materials for training courses.
- Assist in organizing independent evaluation studies under IDSP and its outcome.
- Supervise Data entry operators and Accountants appointed under IDSP to ensure timely submission of quality information required in relation to data and Finance/Procurement matters.
- Monitor proper use of EDUSAT facility / IT networking towards data transfer, training, e-conferencing.
- Coordinate regular meetings of District Surveillance Committee and assist in intersectoral coordination for effective IDSP implementation.
- Organize regular meetings of IDSP stakeholders.
- Make supervisory visits to reporting units to monitor implementation of Project activity.
- Support District Surveillance Officers in carrying out other works related to effective implementation of IDSP.

3. Data Manager (at District HQs)

Reporting	:	District Surveillance officer (IDSP) of the concerned district.
Place of Posting	:	District Health Society (Concerned district)
No. of Position	:	5 (SC- 5, UR – 0, EBC-0, ST-0, BC- 0, BC (F) -0)
Age	:	Maximum 45 years (As on 01.06.2012)
Salary	:	Rs. 13,500/- (Rupees Thirteen thousand five hundred only) per month Consolidated.

Qualification & Experience:

- Post Graduate Qualification in Computer Science or BE in IT/Electronics, with minimum 3 years experience. Preference will be given to those who have worked in health or social sector.

Job Responsibilities:

- To assist State Surveillance Officer/District Surveillance Officer and other officials in carrying out the IDSP activities.
- Supervise functioning of MIS unit of Integrated Disease Surveillance Project and IDSP Portal.
- Supervise functioning of Data Entry operators.
- Organize information received from District Surveillance Units.
- Preparation of reports required under the project.
- Organize maintenance of IT hardware, software and WAN.
- Supervise and maintain EDUSAT/VPN Network for Video Conferencing and Data Transference.
- Monitoring of 1075 connectivity in State/Districts.
- Familiarize and operate VC equipment, undertake preventive maintenance and trouble shooting for small problems, and coordinate with service providers for major breakdowns.
- Analyze S, P, L data for time/place in spreadsheet for identifying Rising Trend of Disease over time / Early Warning Signals.
- Prepare Periodic and Annual Reports.
