



State Health Society, Bihar
Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting application

State Health Society Bihar, under National Rural Health Mission (NRHM), invites application from suitable candidates for the under mentioned posts to be appointed on contractual basis:-

Sl. No.	Name of posts	No. of Posts	Qualification & Experience	Consolidated Salary (PM in Rs.)
State Level				
1.	Senior Executive (IT)	UR - 01	<ul style="list-style-type: none">MBA (Health/IT)/MCA/B.Tech. in Computer Science/Post Graduate degree OR diploma in Public HealthAt least 2 years experience in Public Health/Health SectorPreference will be given to those candidates who have experience in HMIS (Health Management Information System)	25,000/-
State HMIS Resource Pool				
2.	Consultant (Data Analysis, Data Use and Documentation)	UR - 01	<ul style="list-style-type: none">MBA (Health/IT)/MCA/B.Tech. in Computer Science/Post Graduate degree OR diploma in Public HealthAt least 3 years experience in Public Health/Health Sector	27,000/-
3.	Co-ordinator (HMIS Supportive Supervision and Data Validation)	UR - 01	<ul style="list-style-type: none">Bachelor's degree in Computer Application/StatisticsAt least 1 year experience in Public Health/Health Sector	15,000/-

General Condition:

1. Maximum Age limit 45 years. (As on 31.10.12)
2. For the post at Sl. No. 1, the recruitment will be on contract basis for a period of 1 year, which may be renewed every year based on the performance & conduct of the contractual staff and for the post at Sl. No. 2 & 3, the recruitment will be on contract for a period of one year only.
3. Application fees is Rs. 500/- for applicants under General category, Rs. 300/- for BC/EBC and Rs. 200/- for SC/ST candidates.
4. No application will be accepted without submission of application fee.
5. Application Fee in the form of Bank Draft drawn on any nationalized bank and payable at **Patna** favoring "**State Health Society, Bihar**" should be enclosed with application.
6. Only shortlisted candidates will be called for interview. All original educational certificates must be carried at the time of interview.
7. No TA/DA will be given for attending the interview for any position.
8. State Health Society, Bihar reserves the right to cancel any or all the positions mentioned above without assigning reason.
9. 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 original bank draft and self attested photocopies of certificates in sealed envelope, only through speed/registered post so as to reach the above address on or before 5:00 pm, **16/12/2012**. **The name of the post applied for must be mentioned on the top of the envelope.**
10. **Detailed ToR, qualifications/experience/emoluments of above positions and application form is available on the society's official website (www.statehealthsocietybihar.org).**

Last date of submission of form is 16/12/2012 at 5 pm.

11. Applications should be sent in prescribed format available on the above mentioned website, clearly mentioning the position applied for. **Applications in other format will not be accepted.**
12. For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted on working days during office hours (10AM to 5PM) on Contact No. 7488270145

Executive Director
State Health Society, Bihar

State Health Society, Bihar
Pariwar Kalyan Bhawan, Sheikhpura, Patna - 800014

Terms of Reference (ToR)

State Health Society, Bihar under National Rural Health Mission (NRHM) invites application from suitable candidates for the under mentioned posts to be appointed on contractual basis. The details are as follows:-

1. **Post** : **Senior Executive (IT)**
No. of Position : 01 (UR)
Reporting to : System Analyst-cum-Data Officer, SHSB.
Place of posting : State Health Society, Bihar, Patna.
Duration of Contract : One Year which may be renewed every year based on performance & conduct of the contractual staff.
Maximum Age Limit : 45 years (As on 31.10.12)
Remuneration : Rs. 25,000/- (Rupees Twenty-Five Thousand only) per month consolidated.

ESSENTIAL QUALIFICATION & EXPERIENCE

- MBA (Health/IT)/MCA/B.Tech in Computer Science/Post Graduate degree OR diploma in Public Health
- At least 2 years experience in Public Health/Health Sector
- **Preference will be given to those candidates who have experience in HMIS (Health Management Information System)**

Desirable Criteria

- Possess the ability to understand IT system, reporting formats and specific Statistical software as like SPSS, SAS etc. And have the ability to use the same.
- Excellent analytical skills are a must.
- Should possess the desire to work hard, learn and contribute to the effective functioning of a unit
- Must possess excellent communication skills and have the ability to multi-task under strict time pressures.

DUTIES and RESPONSIBILITIES

- Undertaking periodic (monthly/quarterly/annual) analysis of HMIS data and to identify trends and patterns of service utilization in the districts against identified indicators with special reference to coverage of the services available.
- Undertaking data triangulation and checking for variations between survey data and administrative data
- Undertaking necessary quality checks of the HMIS data and giving feedback reports(s) to facilities reporting incorrect/incomplete data on a monthly basis
- Random verification of entries made in the Mother & child Tracking System
- Developing analytical reports based on the MCTS records regularly on the service utilization indicators and data quality in MCTS
- Regularly assessing the completeness and correctness of all employee's data collected for the HRIMS.
- Periodically verifying the employee's data submitted through hard copies with the corresponding data entered into the HRMIS
- Analyzing the data entered into the HRIMS database as per the requirements of the state
- Other works assigned related to HMIS related modules.
- Matters related to Web-site activities.

2. Post	:	Consultant (Data Analysis, Data Use and Documentation)
No. of Position	:	01 (UR)
Reporting to	:	System Analyst-cum-Data Officer, SHSB & Director, SIHFW, Patna.
Place of posting	:	State Health Society, Bihar, Patna & SIHFW, Patna.
Duration of Contract	:	For a period of one year only.
Maximum Age Limit	:	45 years (As on 31.10.12)
Remuneration	:	Rs. 27,000/- (Rupees Twenty-Seven Thousand only) per month consolidated.

ESSENTIAL QUALIFICATION & EXPERIENCE

- MBA (Health/IT)/MCA/B.Tech in Computer Science/Post Graduate degree OR diploma in Public Health.
- At least 3 years experience in Public Health/Health Sector.

Desirable Criteria

- Candidates should have good knowledge of computer (MS Office, Excel, PPT) and internet.
- Preference will be given to the candidate having experience in data analysis and documentation in Health Management information System (HMIS) and related modules.

DUTIES and RESPONSIBILITIES

- Provide regular support to the State HMIS Cell in reviewing the data, checking the data quality, and doing analysis for different programs.
- Coordination with the RPMUs and districts in HMIS and other related activities such as MCTS, HRIS, review meetings, visit by the State resource Pool members.
- Provide support to the State HMIS Cell in monitoring of timely and complete uploading of accurate data on web portals form districts.
- Providing feedback to the RPMUs and districts on HMIS/MCTS data based on the analysis through the State HMIS Cell and RPMUs.
- Preparation of analyzed monthly HMIS reports.
- Provide support to the State HMIS nodal officer in organizing the monthly review meeting of Regional M& E Officers at the State.
- Compilation, analysis and documentation of the field activities carried out by State HMIS Resource Pool members.
- Field visit for monitoring and reviewing the HMIS implementation in the divisions and districts as and when required.
- Any other issues as per need based.

3. Post	:	Co-ordinator (HMIS Supportive Supervision and Data Validation)
No. of Position	:	01 (UR)
Reporting to	:	System Analyst-cum-Data Officer, SHSB & Director, SIHFW, Patna.
Place of posting	:	State Health Society, Bihar, Patna & SIHFW, Patna.
Duration of Contract	:	For a period of one year only.
Maximum Age Limit	:	45 years (As on 31.10.12)
Remuneration	:	Rs. 15,000/–(Rupees Fifteen Thousand only) per month consolidated.

ESSENTIAL QUALIFICATION & EXPERIENCE

- Bachelor's degree in Computer Application/Statistics
- At least 1 year experience in Public Health/Health Sector

Desirable Criteria

- Candidates should have essentially good knowledge of computer and internet.
- Preference will be given to the candidate having experience of supervising and coordinating the team and basic knowledge of Health Management information System (HMIS) and related modules.

DUTIES and RESPONSIBILITIES

- Provide regular support to the State in monitoring the activities of State HMIS Resource Pool members.
- Ensure that the regular filed activities are carried out by the State RP members in the districts.
- Facilitate the field activities of State HMIS RP members in the district by ensuring proper coordination among the RPMUs, districts and the State RP members.
- Ensure the collection and compilation of the data and findings of the State RP members each month and analyze the same.
- A basic report should also be prepared each month by the incumbent based on the data/report/findings of the State RP members.
- Coordinate for organizing the state level meeting of RP members with the district M&E Officers on quarterly basis.
- Field visit for monitoring and reviewing the State HMIS Resource Pool members activities in the district.
- Any other issues as per need based.

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Application Form

Application for the post of						Affix recent passport size coloured photograph here
Demand Draft Details	Issuing Bank: Branch: Demand Draft Number: Date of issue: Payable at: Category: Unreserved/EBC/BC/SC/ST (tick mark✓ whichever is applicable)					
Name						
Father's/ Husband's Name (Tick(✓) whichever is applicable)						
Date of Birth						
Age (as on 31.10.12)						
Marital Status						
Nationality						
Category/Cast (Tick(✓) whichever is applicable)	Unreserved () Extremely Backward Class () Backward class () Schedule caste () Schedule Tribe () Backward class (women) () Caste_____ (Specify) Handicapped Yes() No() % ()					
Present Address						
Permanent Address						
Contact Number						
E-mail ID						
Academic background (Starting from highest)						
Sl. No.	Qualification	School/Institute/ University	Year of passing	% of Marks/grade	Sub/Specialization	
1.						
2.						
3.						
4.						
5.						
Technical Qualification (Starting from highest)						
Sl. No.	Qualification	School/Institute/ University	Year of passing	% of Marks/grade	Sub/Specialization	
1.						
2.						
3.						
4.						

Trainings and workshops attended				
Sl. No.	Topic	Institution/Organization	Year	Objective of the training/ workshop
1.				
2.				
3.				
4.				
Work Experience (starting from the latest)(Please enclose experience certificate)				
Experience 1	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
Experience 2	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
Experience 3	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
Total Experience (in years)				
Any other information that the candidate would like to give in support of his/her candidature				

Date:

Place:

Signature of the Candidate

Note: The candidate may use additional paper if required.