

TERMS OF REFERENCE

General	
Position	District Monitoring & Evaluation Officer
No. of Post	One in each District - Arwal, Aurangabad, Buxar, Gopalganj, Kaimur, Lakhisarai, Madhubani, Sitamarhi, & Siwan
Location	District Health Society
Duration of Contract	The recruitment will be on contractual basis up to the age of 60 years subject to following conditions: (A) Continuity of NHM. (B) Sanction of the post in RoP under NHM. (C) Availability of fund. (D) Performance is found satisfactory after objective review of work performance.
Eligibility Criteria	
Category : One in each district (Single)	
Maximum Age : UR (Male) – 37 yrs, UR (Female)- 40 yrs, BC/EBC (Male/Female)- 40 yrs, SC/ST (Male/ Female)- 42 yrs as on 1 st January, 2019. 10 years relaxation in age will be admissible to differently abled candidates.	
Essential Qualification : <ul style="list-style-type: none">• B.Tech with specialization in IT/Computer Science or MCA or M.S.C IT/Computer Science from any recognized University/Institution.	
<u>Other information/Requirements/Conditions</u>	
Roles and Responsibilities : <ul style="list-style-type: none">• Responsible for supporting in overall monitoring of Program related activities including design development at district level.• Support process and impact monitoring of IEC materials, and other initiatives taken by District Programme Management Unit.• Undertake field visits to project areas for monitoring and evaluation of project activities and prepare routine reports on results of visits and project progress.• Support in building capacities at Regional, District and Block level on programme planning, monitoring and reporting and their importance in programme management.• Responsible for data collection tools and information systems at District level.• Ensure that a district data base is maintained and updated. The data base should include all relevant information such as demographics, status of public and private facilities and availability of staff.• Develop Presentations; generate tables, graphs and relevant statistical data for technical review and monitoring purposes.• Identify, in consultation with DPM, priority areas for process improvement. (Maintain programme, village health plans, outreach health camps, etc.). Review current process, identify changes required, prepare proposals, obtain necessary approvals from SHSB, facilitate implementation and demonstrate improvement through appropriate indicators.• Secretariat support to District Health Society including arrangements for meetings, compilation of reports/ background papers, preparation of minutes, follow up to ensure implementation etc. Facilitate adherence to all statutory requirements in line with the MOA and Bylaws.	

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- To perform any other tasks given by Civil Surgeon/ District Magistrate/ State Health Society, Bihar.

Desirable Skills :

- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi also desirable.
- Demonstrate ability to work in a multi-disciplinary team environment.
- Demonstrate experience in operationalizing health monitoring and evaluation programme at field level and strengthening regional / district level health system.

Remuneration:

- Consolidated remuneration of Rs. 22,500/- per month.

Agreement

- Selected candidate will have to sign a contractual agreement with DPMU.

Rajesh

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