

## **DATA MANAGERS AT DISTRICT HQS**

### **Qualifications & 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.

### **Age:**

Below 40 years.

### **Remuneration (Consolidated) per month:**

Rs. 13500/- at District HQs

### **Job Responsibilities:**

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

**List of Vacant Posts of Data Managers under IDSP in  
Punjab State**

<b>Name of Districts</b>	<b>Vacant Posts</b>
<b>DSU, Jalandhar</b>	<b>Vacant</b>