

HMIS DIVISIONAL CO-ORDINATOR

SUMMARY OF JOB:

Responsible for MIS management of NRHM for the region including maintenance of data base in HMIS package, preparation of physical progress reports, field verification of data, monitoring of health programmes and support to State and district administration.

EDUCATIONAL QUALIFICATIONS FOR THE HMIS CO-ORDINATOR

Candidates with the following educational qualifications from recognized university are eligible to apply:

- MCA/ M.Sc IT/ M.Sc in Computer Science or any other related disciplines.

EXPERIENCE:

Candidates should possess at least 2 years minimum work experience in relevant areas such as in public health, rural development, social work, technology implementation projects, or related areas.

SPECIFIC DUTIES AND RESPONSIBILITIES WILL INCLUDE:

- Build & maintain the information /data warehouse of the region especially as regards statistical information and information relevant to health planning and a health observatory of the districts.
- Building up systems for providing ready access to relevant data for a wide variety of planners and programme implementers.
- Analyse data from different sources for specific outcomes that are desired for the districts & submit the report to Manager (M&E) and recommend measures for improving programme performance.
- Assisting in building systems for the compilation and analysis of HMIS data.
- Assisting in developing programme monitoring.
- Provide technical assistance for implementation of HMIS at State and in districts.
- Support processes of training and capacity building at district and sub district levels on data analysis and on development & maintenance of HMIS systems.
- Support the development of State specific applications on identified topics.
- Monitoring of recording / reporting system through field visits and submit visit note with appropriate suggestions / actions for improvement

- Identifying problems related to software / hardware / e-governance and take appropriate actions for problems solving.
- Assist Manager (M&E) in all the matters relating to monitoring & evaluation of NRHM programme; provide regular report/ feedback on programme to Manager (M&E).
- Monitoring manpower availability & gaps in district/sub district level
- Visit district/sub district/ village level facilities for supervision and provide supportive supervision and feedback.
- To monitor the programme in the region during field visits minimum for 20 days in a month
- Undertake such other assignments, which may be assigned by from time to time by the authority

KNOWLEDGE & SKILLS REQUIRED:

- Expert knowledge on data base and data management
- Expert knowledge on various information management techniques, retrieval of information and presentation
- Good understanding on programme goals versus M&E
- Good Knowledge in data validation/ studies and statistical analyses
- Good report writing skills.
- Coordination and networking skills
- Ability to understand and address development issues
- Ability to work as a team

HONORARIUM:

Maximum consolidated honorarium @ Rs. 17250/- per month

Vacancy:

| Name of Post | No. of Vacancy | Place of Posting |
|------------------------------------|-----------------------|---|
| HMIS Divisional Coordinator | 1 | State Headquarter Chandigarh |
| | 4 | 4 Divisions- Amritsar, Bathinda, Ludhiana and Patiala |

NOTE:

- (1) Last date for receipt of applications is **15-06-2010**. Applications received after closing date and applications incomplete in any respect will not be entertained.
- (2) Posts may increase/decrease. These posts may be discontinued at any time depending upon the work load, requirement or validity of the project.

- (3) Reservation policy of the Govt. of Punjab will be followed in the recruitment of above categories of staff.
- (4) Knowledge of Punjabi upto Matric standard would be essential.
- (5) Applicants should clearly note that NRHM will not be responsible for non receipt of their applications or any delay in receipt thereof on any account whatsoever.
- (6) The posts will be place specific and non-transferable.
- (7) Candidates should submit their applications complete in all respects alongwith attested photocopies of all testimonials to **O/o Mission Director, NRHM, 5th Floor, Praayas Building, Dakshin Marg, Sector 38-B, Chandigarh-160036.**

. The candidates are advised to check the Department's website from time to time to update themselves about the changes in number of vacancies, stations of posting and change of schedule of interview etc.