

EJOB DESCRIPTION

District Data-Cum Account Assistant, (DPMU-DDAA) 11 Vacancies; Uttar Pradesh

1. POSITIONS VACANT: District Data-Cum Account Assistant, (DPMU-DDAA), 11 Vacancies; Uttar Pradesh

2. ORGANIZATION BACKGROUND:

The **National Health Mission (NHM)** was launched with a view to bringing about dramatic improvements to the health system and health status of people, especially those who live in the rural areas of the country. The Mission seeks to provide universal access to equitable, affordable and quality health care which is accountable at the same time responsive to the needs of the people, reduction of child and maternal deaths as well as population stabilization, gender and demographic balance. In this process, the Mission helps achieve goals set under the National Health Policy and the Millennium Development Goals.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

The **District Data-Cum Account Assistant** will be responsible for providing MIS, database management and Account related work support for the NHM programme management process at district level.

Key Responsibilities:

A. Programme Management Support: Pre- Planning

- (1) Responsible for maintaining books of accounts and managing other finance related aspects at district;
- (2) Responsible for maintaining and updating all the required databases and generating MIS reports;
- (3) Collate & compile data & prepare reports in prescribed format. Maintain an accurate inventory of the assets, equipments & ensure appropriate PMU housekeeping;
- (4) Maintaining accounts and entries related in prescribed software;
- (5) Facilitate preparation of cheques/ transfer of funds to agencies;
- (6) Periodic account reconciliation and liaising with banks on regular basis;
- (7) Coordinate with block PMUs and their administrative requirements;
- (8) Coordinate visits of review missions in district;
- (9) Payroll processing for district and block level staff;
- (10) Any other activities as assigned by the Mission Directorate from time to time.

4. QUALIFICATION, SKILLS AND EXPERIENCE:

Qualification:

Applicant must possess B.Com./ ICWA (Inter).

Experience:

Minimum two years of relevant experience with knowledge of computers.

Skills and Attitude:

- (1) Excellent working knowledge of MS office and MIS systems;

- (2) Knowledge of Development/ Public Health/ Health Programme;
- (3) Effective communication and Liaison skills, with demonstrated ability to communicate with various stakeholders.

5. VACANCY DETAILS: 11 Vacancies: UR (7), SC (3), ST (1)

6. AGE LIMIT: Upto 45 years as on date of advertisement with five years' relaxation for reserved category.

7. CONTRACT TYPE AND PERIOD:

The position is on offer on a contractual basis, initially for a period of one year, extendable thereafter, on the basis of performance and subject to further approval by the Government of India.

8. COMPENSATION OFFERED:

Gross compensation budgeted for the position is Rs. 18,150 per month.

9. LOCATION: District

10. RESERVATION POLICY: State reservation policy will be applicable with respect to all vacancies.

*(**Note:** Reservation policy is only applicable to U.P. domiciles. All applicants from other states, irrespective of their category, shall be considered under "Unreserved Category" and will not get privileges of U.P. state reservation policy whatsoever.)*

11. REFERENCE:

DPMU-DDAA

12. CONTACT INFORMATION:

Senior Consultant
Strategic Alliance Management Services P Ltd.
1/1B, Choudhary Hetram House, Bharat Nagar
New Friends Colony, New Delhi 110 025
011- 2684 2162; 4165 3612

12. LAST DATE FOR APPLICATIONS:

Eligible candidates interested in this position are requested to apply online at <http://samsjobs.info/default.aspx> and http://sams.co.in/TOR_UPNHM_Recruitment.html by or before **11:59:00 PM on April 10, 2016.**