

## **Job Description**

### **Data Operator cum Program Assistant (Division Level), DOP-DOAPDV, 18 Vacancies**

**1. POSITIONS VACANT:** Data Operator cum Program Assistant (Division Level), DOP-DOAPDV, (18Vacancies)

#### **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:**

##### **Key Responsibilities:**

- 1) To provide support to DQAC in its administration;
- 2) To coordinate all activities of DQAU;
- 3) Preparation of agenda notes of DQAC meetings and ensuring its circulation to DQAC members;
- 4) Preparation of minutes of meetings and follow up;
- 5) Liaison with SQAC and SQUA and submission of reports;
- 6) Facilitatory support for the field visits including logistics arrangement;
- 7) Submission of utilization certificates in respect of funds received;
- 8) Upkeep of files, register and books of accounts.

#### **4. QUALIFICATION, SKILLS AND EXPERIENCE:**

##### **Qualifications:**

###### **Essential:**

Applicant must have at least a Graduate Degree in any discipline.

##### **Experience:**

###### **Essential:**

- 1) Fluency in MS office package with two year experience of managing office and providing support to health program/NHM;
- 2) Applicant must have minimum two years of experience of managing office and providing support to Health Programmes.

**Desirable:**

Knowledge of Accountancy would be an added advantage. Candidates having drafting skills would be preferred.

**5. VACANCY DETAILS:** 18 vacancies; UR (9), OBC (5), SC (4)

**6. AGE LIMIT:** Upto 30 years as on date of advertisement with five years' relaxation for reserved category.

**7. CONTRACT TYPE AND PERIOD:**

The contract period of the candidate shall be for one year from the date of signing of contract with NHM, UP. Appointment orders will be issued by NHM, UP.

**8. COMPENSATION OFFERED:**

The gross remuneration budgeted for the position is Rs. 12000/- P.M.

**9. LOCATION:** At the Division Levels of U.P

**10. RESERVATION POLICY:** State reservation policy shall 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:**

QAP-DOPADV

**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

**13. 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](http://sams.co.in/TOR_UPNHM_Recruitment.html) by or before **11:59:00 PM on April 10, 2016.**