

Job Description

Data Operator cum Program Assistant (State), QAP-DOPAS, 1Vacancy

1. POSITIONS VACANT: Data Operator cum Program Assistant (State Level), QAP-DOPAS, 1Vacancy

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 SQAC in its administration;
- 2) To coordinate all activities of SQUA;
- 3) Preparation of agenda notes of SQAC meetings and ensuring its circulation to SQAC members;
- 4) Preparation of minutes of meetings and follow up;
- 5) Liaison with DQAC and SQUA and submission of reports;
- 6) Facilitatory support for the field visits including logistics arrangement;
- 7) Liaisoning with External Assessors and maintenance of their register at State Level;
- 8) Submission of utilization certificates in respect of funds received;
- 9) 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 years 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: 1 Vacancy: UR (1)

6. AGE LIMIT: Upto 30 years as on date of advertisement.

(Note: Candidates otherwise entitled to reservations will have to compete with general candidates and will not be entitled to claim any relaxation in the matter of the age for this position.)

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:

Gross compensation budgeted for the position is approx. Rs. 12, 000/- PM.

9. LOCATION: In the state 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-DOPAS

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 by or before **11:59:00 PM** on **April 10, 2016**.