

JOB DESCRIPTION

Data cum Account Assistant (UH-DAA), 83 Vacancies; Uttar Pradesh

1. POSITIONS VACANT: Data cum Account Assistant (UH-DAA), 83 Vacancies

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 **Data cum Account Assistant** will report to the **Urban Health Coordinator** and be responsible for maintaining the district computerized financial MIS and in functionalizing an efficient and effective HMIS/ MCTS system.

Key Responsibilities:

- (1) Maintaining computerization of the district work plan/ accounts manager in implementing computerized financial MIS system;
- (2) Maintaining and functionalizing an efficient and effective HMIS /MCTS system at the district level for data capturing/ organization/ instant retrieval for different activities/ processes and performance parameters;
- (3) Preparing/ updating of the masters for different software- HMIS/ MCTS/ASHA/ etc.;
- (4) Assisting in managing the accounts of the society, including grants received from state society as well as funds mobilized from donors and or user fees/ membership fee etc. in the MIS system;
- (5) Assisting in internal and external audits;
- (6) Preparing monthly, quarterly, annual and ad-hoc reports in prescribed formats including capturing data and compiling monthly progress reports on the implementation of various programmes;
- (7) Ensuring adherence to laid down accounting and data management standards of the district health society;
- (8) Any other activity as decided by the DHS/ SHS as per the need of the programme.

4. QUALIFICATION, SKILLS AND EXPERIENCE:

Qualification:

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

Experience:

Applicant must possess a minimum of two years of experience in finance management.

Skills and Attitude:

- (1) Excellent working knowledge of MS office;
- (2) Knowledge of Development/ Public Health/ Health Programme;

(3) Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them.

5. VACANCY DETAILS: 83 Vacancies: UR (41), OBC (23), SC (18), 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. 20000 per month.

9. LOCATION: At District levels of U.P

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:

UH-DCAA

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**.