

**Job Description**  
**Data Analyst, MEC-DA, 1 Vacancy**

**1. POSITIONS VACANT: Data Analyst, MEC-DA, 1 Vacancy**

**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. Collecting data from primary or secondary data sources and maintain databases/data in systems;
2. Ensure timely completion of data entry, analysis and reports;
3. Undertake such other assignments, which may be assigned by from time to time by the authority;
4. To review divisional and district level monthly HMIS bulletin on a monthly basis;
5. Analysis of MCTS registration and updation of reports of districts and blocks;
6. To analyse and use HMIS/MCTS Supportive Supervision Checklist data for identifying gaps and corrective actions;
7. To assist in implementation of special assessments, surveys, and operational research;
8. Any other analytical work as assigned by GM / DGM – MIS.

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

**Qualifications:**

**Essential:**

- (1) Applicant must have at least a Graduate Degree in any discipline.
- (2) Must have a Degree and/ or One Year of Diploma in the field of Computer/ IT.

**Experience:**

**Essential:**

Applicant should have a minimum experience of three years in relevant area having thorough knowledge of latest software /tools, RDBMS etc.

**Skills and Attitude:**

Strong analytical skills with the ability to collect, organise, analyse and disseminate significant amounts of information with attention to detail and accuracy.

**5. VACANCY DETAILS:**Total 1vacancy: UR (1)

**6. AGE LIMIT:** Upto 35 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 Rs.22,000 per month.

**9. LOCATION:** At district 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:**

MEC-DA

**12. CONTACT INFORMATION:**

Senior Consultant  
Strategic Alliance Management Services P Ltd.  
1/1B, ChoudharyHetram 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**.