

Terms of Reference

Research –Cum Documentation Officer

Roles & Responsibilities

- The objective of this position is to collect, develop, manage and analyse data on various aspects of the state health system to support the activities of KSHSRC and department of Health & Family Welfare.
- Collecting data from manual records/reports/registers computerised information systems and third party data sets. Preparing new data formats for collection of primary data when other sources are inadequate.
- Frequent field travel to collect data/ oversee data collection is part of the role.
- Maintaining and operating large volumes of data in MS-Excel, MS-Access. Promptly extracting summarised information from the datasets to support the information needs of officers and consultants.
- Conducting statistical data analysis to support operational research and policy studies, using statistical software.
- Responsible for building and operating information repository of the state health system.
- Any other responsibility entrusted by Executive Director and consultants. Undertake such other assignments, which may be assigned by the Executive Director, KSHSRC.

Eligibility and qualification

- Graduate in statistics/ Engineering/ any discipline with computer skills; specialized diploma/ certification in analytics/ bio-statistics and data management are preferred.
- Minimum 3 years hands on experience in data management and analysis, preferably in an analytics/research.
- Computer skills with good knowledge of Microsoft Word, Excel, Power-point presentation and comfortable in handling large data sets.
- Good inter-personal and facilitation skills.
- Excellent oral and written communication skills in English and proficiency in Kannada.

Travel and subsistence

The job requires extensive travelling to the Districts/Talukas/Villages (Minimum of 10 working days in a month). All travels must be authorized in advance by Executive Director, KSHSRC. The Consultant shall be reimbursed for travel as per KSHSRC rules.

Age Limit: 50 years & below

Remuneration

- Consolidated consultancy fee of Rs. 30,319 per month.
- Contractual post - initially for 1 year: later continuation subject to the performance.

Reporting:

Will report to the Executive Director, Karnataka State Health System resource Centre (KSHSRC)

Application procedure: Eligible candidates may please apply by email to **hrkshsrc@gmail com** or by post to The Executive Director, Karnataka State Health System Resource Centre, SIHFW campus. Magadi road, Bangalore - 560 023. Please mention the post applied for in the Subject line. Last date for applications is **at 5.30pm on 27.12.2017.**
