

Assistant (Data Management)

Organization

TCI Foundation an autonomous organization works in the development and implementation of national development programs/projects in coordination with the Government, Public Sector Undertakings, National and International development agencies to serve the nation with motto of equality and better life for all citizens in the country.

Global Fund Support for Intensified Malaria Elimination Project (IMEP-2)

TCI Foundation is one of the Principal Recipients of Global Fund Grant for the period 2021 to 2024 and has been assigned the responsibility to work in unison with National Centre for Vector Borne Diseases Control (NCVBDC) Ministry of Health & Family Welfare (MoHFW) Government of India for Intensified Malaria Elimination Project (IMEP-2).

Job Description

TCI Foundation invites applications for the position of **Assistant (Data Management)** purely on contractual basis. The selected candidate on this position would be required to maintain good liaison with the authorities and officials of NCVBDC, State VBDC, District VBDC, internal and external agencies for the progression and completion of program activities within the given timeframe.

(i) Purpose

Collect, collate, and perform statistical analysis of data to strengthen the epidemiological monitoring of GFATM supported Project IMEP-2/ Malaria Elimination Programme under NCVBDC including states/ districts; and to support in effective implementation of IMEP-2 activities, better supervision and surveillance including management information system.

(ii) Responsibilities

- Assist in the process of collection/ consolidation & analysis of various reports/ data received from the states/ UTs/ districts on monthly/ quarterly/ annual basis.
- Prepare/ update state-wise briefs, various reports/ status notes/reviews for the project/ programme as and when required.
- Monitor project/ programme implementation strategies; liaison with the state/ UT/ district officials and provide feedback to the states/ UTs/ districts.
- Monitor the epidemiological situation in the project states/ programme and to follow up on the action taken by the states/ UTs/ districts.
- Assist in the implementation and monitoring of the web-based Management Information System of the NCVBDC.
- Undertake statistical analysis and assist in developing/ fine tuning early warning signals and preparedness for epidemics and sending timely communication to states for prevention/ management of epidemics.
- Strengthen the data bank and monitoring of GFATM supported Project IMEP-2/ Malaria Elimination Programme under NCVBDC including states/ districts.
- Other duties as assigned by the Nodal Officer, GFATM.

(iii) Qualification and Experience:

Post Graduate degree in Bio-Statistics from a recognized university with minimum one year diploma in computer applications with 3 years of working experience in data handling in National/ State health programme.

(iv) Skills required:

- Computer proficiency with commonly used softwares/ packages like MS Word, Excel, Power Point & Web surfing.
- Knowledge and proficiency in statistical software packages such as SPSS, Epi Info etc.
- Good communication both oral and written and presentation skills, analytical and interpersonal abilities.

- Ability to work in a multi-disciplinary team environment.
- (v) **Nature of appointment:** The appointment will be on contract basis initially for a period of one year and thereafter extendable for specified period on the basis of performance appraisal, to be assessed for work output, personal attributes, functional competency etc.
- (vi) **Service Tenure:**
The candidate would be required to serve the organization till 31st March 2024 provided there is no termination of services by the organization.
- (vii) **Reporting:** Reporting will be to Nodal Officer GFATM under the overall supervision of Director NCVBDC.
- (viii) **Age Limit:** Upper age limit is 45 years (may be relaxed in exceptionally qualified/ experienced candidates) and ready to travel extensively.
- (ix) **Remuneration and Annual Increment:** Up to Rs. 28750/- per month (consolidated). Remuneration would depend on qualification, experience & performance during interview. Annual increment would be based on performance appraisal and as per Global Fund policy.
- (x) **Posting Place:** National Centre for Vector Borne Diseases Control (NCVBDC) Ministry of Health & Family Welfare (MoHFW) at Delhi.
- (xi) **Deliverables:** Submit monthly activity report and annual report to Reporting Officer in NCVBDC. Performance appraisal would include review of monthly activity reports, field visits, timely completion of activities and innovations done and annual assessment.
- (xii) **Selection:** Selection and appointment shall be carried out through advertisement followed by walk-in written test/ virtual or in person interview, if short listed.
- (xiii) **Equal Opportunities:** TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.
- (xiv) **How to Apply:** Candidates applying for the position are requested to adhere to following:
 - a) Check your eligibility.
 - b) Duly filled Application Form (link placed below)
 - c) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are short listed.
 - d) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
 - e) No TA/DA will be paid to attend the interview in person, if invited.
 - f) The advertised position can be cancelled/varied as per the discretion of the employer.

Last Date to Apply: 22 July 2022

[click to apply](#)