



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Terms of Reference

State Health Society, Bihar under National Rural Health Mission is inviting applications for the following positions on contractual basis. The details of position and essential qualifications are as under:

Post	: District Data Assistant (ARC)
No. of Position	: 08 (UR-3, SC-3, BC-2)
Reporting to	: District Community Mobilizer-ASHA/SARC
Place of posting	: District Health Society
Duration of Contract	: One Year which may be renewed every year based on performance & conduct of the contractual staff.
Maximum Age	: 40 Yrs (As on 01.09.13)
Remuneration	: Rs. 15,000/- (Rupees Fifteen Thousand only) per month consolidated.

ESSENTIAL QUALIFICATION / EXPERIENCE

- Bachelor's degree in Computer Applications /Arts /Science/ Commerce with having PG Diploma in Computer Science/ Applications.
- At least 3 years of work experience in handling data base support to effective functioning of health or social sector projects or organizational management involving data analysis, data management and maintenance of data resource.
- Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Words, Excel, Power Point and spreadsheet for programmatic analysis and projection.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral written communication skills in English & Hindi.

ROLES & RESPONSIBILITIES:

- District level Data Assistant will assist Dist Community Mobiliser in developing and maintenance of regular reporting and database management systems on Community process particularly ASHA, VHSC programme & VHND Programme.
- Create and periodically update data base on selection drop out training and payment of incentives through advice/Bank Account to ASHAs in the district.
- Provide District PMU with data related to programmes for ASHA and community processes as required.
- Support Blocks in establishment and maintenance of regular reporting and database management systems for programmes related to ASHA and community process.

(26.) Post	: Eye Surgeon (NPCB)
No. of Position	: 05 (EBC-2, SC-2, BC-1)
Reporting to	: Civil Surgeon and Additional Chief Medical Officer of the concerned district.
Place of posting	: District
Duration of Contract	: One Year which may be renewed every year based on performance

& conduct of the contractual staff.
Maximum Age : 65 Yrs (As on 01.09.13)
Remuneration : Rs. 35,000/- (Rupees Thirty five Thousand only) per month consolidated.

ESSENTIAL QUALIFICATION / EXPERIENCE

- M.S./M.D. in Ophthalmology (MCI recognized) with at least 1 year of experience after PG degree has been obtained.
- D.O.M.S. (MCI recognized) with 2 years of experience after PG degree has been obtained.

DESIRABLE

- Trained in performance ECCE pc IOL and SICS.
- Experience and the ability to work in district level hospitals.

ROLES & RESPONSIBILITIES:

- To perform all kinds of ophthalmic surgeries.
- To liaison with medical, nursing and other personnel in all matter related to eye.
- To co-ordinate and participate in training of health personnel on eye related activities at district level.
- To Participate in Ophthalmology departmental meetings.
- To co-ordinate and maintain liaisoning with different stakeholders including education, social welfare, developmental/NGO sector for promotion of eye care services.
- Any other responsibility as assigned by the reporting officer.

