

National Health Mission – Tamil Nadu

Terms of Reference for State Consultant - Public Health

Name of the Organisation	National Health Mission – Tamil Nadu
Reporting Officer	Mission Director, National Health Mission – TN
Name of the Position	Data Entry Operator
Number of Positions	Two (2)
Location	Chennai, Tamil Nadu

National Health Mission – Tamil Nadu is seeking applications from eligible candidates for two positions of Data Entry Operator for its State Programme Management Unit at Chennai, Tamil Nadu.

Background

National Health Mission Tamil Nadu (NHM-TN) is the umbrella programme of the Ministry of Health & Family Welfare, Government of India to assure universal access to equitable, affordable and quality health care which is accountable and at the same time responsive to the needs of the people and works towards reduction of child and maternal deaths as well as population stabilization, gender equity and demographic balance.

Qualifications:

- Any Degree Completion.
- Minimum one year of relevant work experience.
- Knowledge of Tamil and English Typing - Must (higher Level).
- Knowledge of Microsoft Word, Excel and PowerPoint.

Job Description:

- Regular entry of all relevant data pertaining to Health programmes.
- Should be able to gather and compile data and develop reports.
- Proper documentation of all the reports, correspondence and ensuring the same are further disseminated to district level.
- To assist the supervisor in logistics towards organization of all the meetings.
- Maintain and upkeep of the computer system and its accessories.
- To assist the Programme Assistant in any other activities as per the programme need.

Remuneration:

- Rs. 12,000/- and commensurate with qualification/ experience with provision for annual increment.

Period of contract:

- 11 Months - extendable based on annual performance evaluation.

Workstation:

- The workstation of the Data Entry Operator is at National Health Mission- Tamil Nadu, State Programme Management Unit, Chennai, Tamil Nadu..

Termination:

- The contract can be terminated by either party giving a notice of one month in writing.

Age Limit:

Not above 35 years of age (as on last date of receiving of applications).

Candidates selected in this interview could be considered for other vacant positions at NHM-TN requiring similar skill sets and at appropriate level.

Please ensure to mention post applied for on the application form, without which the application form will not be accepted.
