

NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

Baba Gang Nath Marg, Munirka, New Delhi-110067

Walk-in Skill Test &/ Interview

National Institute of Health and Family Welfare is an Autonomous/Apex Technical Institute under the Ministry of Health and Family Welfare, Government of India for promoting Health and Family Welfare Programmes in the country through education & training, research & evaluation, specialized services, consultancy and advisory services.

In collaboration with the USAID/ Futures Group, the Institute has set up a Policy Unit on Health, Nutrition & Population Development. The project is currently till 31st October, 2013.

The **objective** of the Unit is to steer evidence based policy analysis for population stabilization and develop scientific analytical documents in selected relevant areas and organize policy dialogues and field visits.

Under the above project, NIHFV has vacancies for certain posts of contractual staff.

S No.	Name of the Post	Date for skill test &/interview	No. of Positions	Emoluments
1	Technical Expert	26.2.2013	One	Rs. 1,00,000/ month
2	Data Analyst	27.2.2013	One	Rs. 40,000/ month
3	Technical Assistant	28.2.2013	One	Rs. 20,000/ month

Mode of Selection:

1. There will be skill test for the positions 2 & 3 for every eligible candidate who reports between 9:30 a.m. to 10:30 a.m. Based on the performance in the skill test, candidates will be shortlisted for interview on the same day. The candidates should be prepared to go through the entire process till evening and if necessary, on the next working day.
2. If there are large numbers of eligible candidates for the position of Technical Expert, they would be subjected for skill test as well. Hence, they should also report between 9:30 a.m. to 10:30 a.m. on 26. 2. 2013.
3. Administration shall verify the original documents needed in support of essential qualifications and experience before registration for skill test/ interview (as applicable).

The qualifications and the scope of work for the above positions are as under:

	Personnel	Qualifications	Broad Scope of Work (Indicative)
1	Technical Expert	<p>Essential</p> <ul style="list-style-type: none"> ➤ Academic Degrees: <ul style="list-style-type: none"> • Ph.D. or Masters in Economics/Demography/ Population Studies/Public Health / Health Economics • MD in Community Medicine / Community Health Administration ➤ Experience: <ul style="list-style-type: none"> • At least 20 years in the field of health and /or population <p>Desirable</p> <ul style="list-style-type: none"> • Use of Computer Applications/ Statistical Packages/ Multivariate Analytical Techniques/ Statistical or Econometric Analysis • Report/ Research Papers Writing Skills • Good Publications Record <p>Preferred Skills</p> <ul style="list-style-type: none"> • Professional consulting skills and proven expertise for technical achievements. • Technical skill to understand, analyze and forecast health issues especially in relation to Reproductive and Child Health, Family Planning etc. • Proven skill of best financial reporting practices, cost effectiveness for different method-mix (contraceptives) as well as excellent analytical abilities in the review of policy and strategic issues. • Analytical abilities to do Root Cause Analysis and able to make policy recommendations to improve method mix. • Good understanding of supply chain constraints in health sector • Competencies in professional analysis for public health financing including the main health systems challenges in a resource poor setting • Skilled with quantitative and/or qualitative research techniques • Excellent planning and organizational abilities, commitment to performance and timely delivery of results. • Excellent reporting, networking and interpersonal communication skills. • A proven commitment to promoting equality of opportunity. 	<ul style="list-style-type: none"> • Contribute to Policy Unit through the development and implementation of the project's strategy, program, policies and procedures. • Responsible for undertaking project related analysis and developing policy briefs as prioritized by the Policy Unit • Advice and support Unit staff in the planning, preparation and monitoring of budgets for various activities. • Improve the efficiency and health impact of project while effectively leveraging staff and resources and developing strategies that maximize synergies between health areas. • Provide technical advice to Policy Unit on analysis, trends in FP expenditures, and statistics to generate evidence for policy makers for efficient resource allocation • Identify and pursue opportunities for new cross cutting health interventions. • Design the methodology to be undertaken for the various activities for deliverables. • Help staff of Policy Unit develop skills and competencies in analysis of family planning program finances • Help design documents for the consultations and Policy Dialogue conducted by Policy unit of NIHFW and other institutions as well as participation in the same. • Any other responsibilities as per project requirement

2	Data Analyst	<p>Essential</p> <p>Academic Qualifications</p> <ul style="list-style-type: none"> • Post-Graduate in Demography/ Statistics/ Public Health/ Economics <p>Experience</p> <ul style="list-style-type: none"> • At least two years experience of data analysis (using statistical software packages like SPSS/ STATA) in health sector (especially demography). <p>Desirable</p> <ul style="list-style-type: none"> • Experience in the field of Family Planning and Maternal Health, will be an added advantage • Experience in performing analyses on large healthcare datasets <p>Preferred skills</p> <ul style="list-style-type: none"> • Ability to multi-task and work independently • Sense of urgency necessary to meet goals, objectives, and deadlines • Excellent interpersonal, verbal, and written communications skills 	<ul style="list-style-type: none"> • Assist the Technical Expert with data analysis for development of policy briefs. • Collect and analyze statistical data • Analysis and documentation of completed research projects • Collection and compilation of various policy/ program / outcome documents on population. • Any other responsibilities as per project requirement
3	Technical Assistant	<p>Essential</p> <p>Academic Qualifications</p> <ul style="list-style-type: none"> • Graduate with Diploma in Computer Application <p>Experience</p> <ul style="list-style-type: none"> • At least 1-2 years experience in related field <p>Preferred skills</p> <ul style="list-style-type: none"> • Expertise in Microsoft Office (PowerPoint, Excel, Word etc.) • Ability to multi-task and work independently • Sense of urgency necessary to meet goals, objectives, and deadlines • Excellent interpersonal, verbal, and written communications skills 	<ul style="list-style-type: none"> • Mapping of resources, developing a resource pool of publications required by the Policy Unit. • Undertake visits to the respective states and districts, participate in the workshops, trainings and review meetings as per the requirement. • Data entry baseline management • Assist in communication for organization work • Any other responsibilities as per project requirement

The post is contractual and co-terminus with the limited time frame of the project. The appointment is likely to be made only till 31.10.2013. The post does not carry with it any guarantee of employment in NIHFV.

The candidates with necessary educational qualification and experience, who can join the project immediately, are requested to report on the specified dates between 9:30 a.m. to 10:30 a.m. in Committee Room, Administrative Block, NIHFV for skill test &/interview.

The emolument, mentioned against each post is the average unit cost per post. Selection Committee can take a call on qualifications/experience and fix the emolument, as per provision of subagreement.

Candidates are strongly advised to bring attested copies of certificates related to date of birth, qualifications and experience along with original certificates and one passport size (coloured) photograph. The skill test/interview (as applicable) will only be conducted after due verification of original documents of qualifications and experiences. Candidates, who don't bring original documents, will not be entertained.

Candidates working in Govt. /Semi-Govt. organizations must produce NOC of their employer.

Candidates have to make their own arrangement for appearing in test/interview and **no TA/DA will be paid** for the same.

The place of the duty will be National Institute of Health and Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi-110067. But the staff may have to travel frequently across the country as per the project requirements.

DIRECTOR