



STATE INSTITUTE OF HEALTH AND FAMILY WELFARE
Magadi Road, Bangalore-560 023.



Tele Fax : 080 2320 6125/6

E-mail : directorsihfw.bg@gmail.com

No: SIH/NHM/TMIS/39/2014-15

Date : 27/07/2016.

NOTIFICATION

ToR for MIS Manager at SIHFW Bangalore related to TMIS

Job Profile:

- Modify/help the districts in modifying the HR and training data available in Excel format and bulk upload the same into the software.
- Coordinate over email/phone/skype etc. with the state/district level staff for cleaning and formatting the HR and training data available in excel.
- Handhold DTC/HFWTC DEO in updating training load, scheduling training, nominate and confirm trainings etc.
- Validation of data at the DTC/HFWTC.
- Assist the state level authorities with regard to data analysis and data use for reporting and management purposes.
- Requires extensive travel within State.
- Any other work assigned by Director, SIHFW.

Background:

- Computer Science background or medical background with experience working on dataset using advance features of excel.
- Data management basic competencies required.
- Training competencies is required.
- Communication skills highly recommended.

Eligibility:

B.A/B.Sc. in Demography/ Population Studies with diploma in computers with Public Health background and diploma in computers OR BCA/BSc (IT)/ BE (Computer Science)/PG Diploma in Computer Applications. Previous working experience on MIS in Health domain (minimum 3 years). Advance Excel skills required. Having knowledge of statistical packages used in Health domain is desirable.

Salary: up to Rs. 17,500/- per month.

Last Date for Submitting the application **27/07/2016** before 5.00 pm.

Director
State Institute of Health and
Family Welfare, Bangalore-23.