

International Institute for Population Sciences

(Deemed University)

Govandi Station Road, Deonar, Mumbai – 400 088.
Ph. No. 2556354/55/56, Web site: www.iipsindia.org

Applications are invited for the following posts purely on a temporary basis in a project - **National Family Health Survey (NFHS-5)** on or before **21th May, 2018**. The NFHS-5 is sponsored and funded by Ministry of Health and Family Welfare, Government of India. The Details of qualification along with role & responsibilities for each post are given below.

Note: Written test will be conducted for Office SPOs and POs. Time: 40 Minutes for written test on May 30th 2018 (11.00 am to 11.40 am.) Personal interview will be conducted from 2.30 pm. Next day on May 31st 2018 interview will be conducted from 10.00 am. onwards.

Sr. No.	Designation	No of Posts	Consolidated Salary per month	Qualification/Experience	Roles & responsibilities in NFHS-5
(i) Administrative and financial team					
1	Senior Project Officer (Admin & Accounts)	1	60,000	<p>Essential Qualification MBA finance/ M.Com or equivalent degree with 5 years experience or B.Com with 7 years experience Experience in developing and managing RFPs contract documents Excellent oral & written communication skill in English Experience in financial management. The retired persons from State and Central Governments, who worked in finance and account division in group A and B categories may also apply. However, the remuneration will be negotiable for them.</p> <p>Desirable Experience: Must be well versed with GFR, Accounting Standards, Accounting process Audit requirement in GOI setups, Tally ERP 9.</p>	Managing all Administrative and Financial matters of NFHS-5. Preparation of RFPs for selection of FAs/other services Technical and Financial evaluation of bids. Preparation of contract with FAs. Release of payments to FAs as per payment plan. All above will be done in consultation with competent authority of IIPS
2	Project Officer (Admin & Accounts)	1	40,000	<p>Essential Qualification Bachelors Degree (B.Com) or B. A. in any other discipline Working experience of 2 years preferably in GOI department or GOI large scale survey. The retired persons from State and Central Governments, who worked in finance and account division in group B categories, may also apply. However, the remuneration will be negotiable for them.</p> <p>Desirable Experience The incumbent should be well versed with accounting profess in GOI setups, Tally ERP 9, record keeping as per GFR. The incumbent should have writing skills, familiarity with desktop publishing.</p>	Managing all Administrative and Financial matters of NFHS-5. Preparation of RFPs for selection of FAs/other services Technical and financial evaluation of bids. Preparation of contract with FAs. Release of payments to FAs as per payment plan.

(ii) Survey design and sampling team					
3	Senior Project Officer (Statistics)	1	60,000	<p>Essential Qualification P.hD. degree (Awarded or submitted) in Demography/Mathematics/Statistics</p> <p>or</p> <p>M. Phil in Demography/Mathematics/Statistics with working experience of 3 years</p>	<p>Sample selection, estimation procedures (weights, etc.), Coordinate between the IIPS Coordinators and the FAs. Arranging meetings, workshops and seminars (M & L), Preparation excel sheet for household listing. And monitoring and providing feedback to the listing teams.</p>
4	Project Officer (Statistics)	1	40,000	<p>Essential Qualification M. Phil in Demography/Mathematics/Statistics with working experience of 1 years</p> <p>or</p> <p>Master degree in Demography/Mathematics/Statistics with working experience of 3 years</p>	<p>Sample selection, estimation procedures (weights, etc.), Coordinate between the IIPS Coordinators and the FAs. Arranging meetings, workshops and seminars (M & L), Preparation excel sheet for household listing. And monitoring the and providing feedback to the listing teams</p>
(iii) Training and capacity building team*					
5	Senior Project Officer (Training & Capacity building)	2	60,000	<p>Essential Qualification P.hD. degree (Awarded or submitted) in Demography/Mathematics/Statistics/Social Sciences/Public Health</p> <p>or</p> <p>M. Phil in Demography/Mathematics/Statistics/ Social Sciences/Public Health with working experience of 3 years</p>	<p>Development of survey instruments and tools, manuals, protocols for monitoring and supervision of field work on day to day basis, data analysis, preparing fact sheets (district, state and national), writing state and national reports including state/national level dissemination.</p>
6	Project Officer (Training & Capacity building)	4	40,000	<p>Essential Qualification M. Phil in Demography/Mathematics/Statistics/Social Sciences/Public Health with working experience of 1 years</p> <p>or</p> <p>Master degree in Demography/Mathematics/Statistics/ Social Sciences/Public Health with working experience of 3 years</p>	<p>Development of survey instruments and tools, manuals, protocols for monitoring and supervision of field work on day to day basis, data analysis, preparing fact sheets (district, state and national), writing state and national reports including state/national level dissemination.</p>
<i>*One SPO and One PO will be placed at MoHFW, New Delhi</i>					

(iv) Data processing and IT Team					
7	Senior Project Officer (Data Processing)	1	60,000	Essential Qualification Masters Degree in Computer Science / Computer Application with 2 years working experience or BE / B. Tech Computer Sciences with working experience of 5 years	Managing all IT software and data processing related issues during the course of the survey. Close coordination with the agencies selected for development of IT tools. Any other task assigned by coordinator
8	Project Officer (Data Processing)	1	40,000	Essential Qualification Masters Degree in Computer Science / Computer Application with 1 year working experience or BE / B. Tech Computer Sciences With working experience of 3 years	Managing all IT software and data processing related issues during the course of the survey. Close coordination with the agencies selected for development of IT tools. Any other task assigned by coordinator
(v) Clinical, Anthropometric and Biochemical Team					
9	Senior Project Officer (CAB)	1	60,000	Essential Qualification Masters in Public Health/ MD/ MS/ with 2 years working experience or MBBS/ BDS /BAMS/BHMS with working experience of 5 years	Planning operationalizing and coordinating the work of the CAB component to be undertaken in NFHS-5. Lead on the technical aspects of data validation, ensuring indicators
10	Project Officer (CAB)	1	40,000	Essential Qualification MBBS/BDS/BAMS/BUMS /BHMS with working experience at least 2 years in large scale survey Experience of integrating CAB with national level household surveys in Population, Health and Development	Planning operationalizing and coordinating the work of the CAB component to be undertaken in NFHS-5. Lead on the technical aspects of data validation, ensuring indicators
(vi) Report Writing and dissemination team					
11	Senior Project Officer (Report Writing & Dissemination)	1	60,000	Essential Qualification P.h.d. degree (Awarded or submitted) in Demography/Mathematics/Statistics/ Social Sciences/Public Health or M. Phil in Demography/Mathematics/ Statistics/ Social Sciences/Public Health with working experience of 3 years	Required to assist PIs in report and dissemination and preparing factsheet (Districts, States and National), writing the State and National reports including State/ National level dissemination
12.	Project Officer (Report Writing & Dissemination)	1	40,000	Essential Qualification M. Phil in Demography/Mathematics/ Statistics/Social Sciences/Public Health with working experience of 1 years or	Required to assist PIs and SPO in report and dissemination and preparing factsheet (Districts, States and National), writing the State and National reports

				Master degree in Demography/Mathematics/Statistics/ Social Sciences/ Public Health with working experience of 3 years	including State/ National level dissemination
(vii) Field Staff to be hired for monitoring and supervision(Social) of field work					
13	Senior Project Officer (Monitoring & supervision)	4	60,000	Essential Qualification PhD (Awarded or submitted) in Demography/Mathematics/Statistics/ Public Health/Social Sciences or M. Phil in Demography/Mathematics/ Statistics/Public Health/Social Sciences with working experience of 3 years	Monitoring and supervision of NFHS-5 field work. Regular reporting to IIPS.
14	Project Officer (Monitoring & supervision)	15	40,000	Essential Qualification M. Phil in Demography/Mathematics/ Statistics/Social Sciences with 1 year experience or Master degree in Demography/ Mathematics/Statistics/Social Sciences with working experience of 2 years	Monitoring and supervision of NFHS-5 field work. Regular reporting to IIPS.
(viii) Field Staff to be hired for monitoring and supervision(Medical) of field work					
15	Senior Project Officer CAB (Monitoring & supervision)	2	60,000	Essential Qualification Masters in Public Health/ MD/ MS/ With two years working experience or MBBS/ BDS /BAMS/BHMS With working experience of 3 years	Monitoring and supervision of NFHS-5 field work (CAB components). Regular reporting to IIPS.
16	Project Officer CAB (Monitoring & supervision)	15	40,000	Essential Qualification MBBS/BDS/BAMS/BUMS /BHMS Working experience at least 1 years in the large scale survey Experience of integrating CAB with national level household surveys in Population, Health and Development	Monitoring and supervision of NFHS-5 field work (CAB components). Regular reporting to IIPS.
<p>Instruction for applicant: The interested candidates are requested to bring original copies and also photo copies of the degrees, certificates and other relevant documents. The candidate will be required to submit one recent photo along with application. The candidates are informed that all above posts are purely on temporary basis. The selected candidate will be provided appointment initially for six months in the beginning and may be extended base on work performance. Please note that IIPS will NOT provide any TA/DA and accommodation to any candidate for attending the interview. All the applications should be sent along with covering letter by mentioning "Application for 'Post Name' to Asst. Registrar, Admin, International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai – 400 088. Ph. No. 022 42372467.</p> <p>Note: Institute reserves the right to relax qualification and experience in deserving cases.</p>					