

2. . Position Title: Statistical Assistant

Position Summary: Statistical Assistant will support the Demography wing at the Directorate of Medical, Health and Family Welfare in data entry, computation, data analysis and compilation of district and State reports.

Background:

UNFPA Country Program 7 (2008-2012) aims to strengthen the Jan Mangal Couple Program (JMC) to promote the distribution of non clinical contraceptive methods through implementing partners with Directorate of Medical, health and Family Welfare. The objective of the Jan Mangal Program (JMC) is to promote health of mother and child through proper spacing between births. In order to strengthen the program, , it is proposed to build capacities of the JMC Coordinators, new Jan Mangal Couples, environment building at the District and block level, strengthening institutional mechanism, strengthening MIS systems and advocacy efforts.

Job Responsibilities:

- * Statistical Assistant will plan and execute work in close consultation with the Demography Wing to strengthen the Management Information systems of the JMC program.
- * Provide support to the Demography wing for compiling the data.
- * Regular follow up with district and block officials for the monthly reports.
- * Compile and record data received from respective districts.
- * Develop tabulations in line with the indicators, data available and data limitations.
- * Developing packages for checking the accuracy of the reported data during program implementation.
- * Compile district and block level reports to derive a holistic position of the districts based on the available valid and fool proof data.
- * Conduct analysis of data and provide continuous and timely feedback to the Districts on JMC Program.

Qualifications:

Graduate in Statistics/ PG Degree in Computer Applications.3-4 years experience in the Government or NGO sector in Data base management Working knowledge of computer (MS Office) is mandatory

.

Knowledge, Skills and Abilities:

- * Logical thinking
- * Proficiency in English and Hindi
- * Analytical knowledge including statistical analysis skills
- * Knowledge of computers for statistical analysis, word processing and spread sheets.
- * Ability to understand and address development related issues

Place: Directorate of Medical, Health and Family Welfare, Demography Wing, Jaipur, Rajasthan

Reporting: Demographer and Evaluation Officer, Directorate of Medical, Health and Family Welfare

Duration: One year

Remuneration: Rs. 10,000/ month

Other conditions are as under-

1. The above posts are purely temporary and sanctioned up to March 2011. It is extendable on the basis of performance, if project further continues.

2. Proficiency in English and Hindi is essential.

3. Upper Age limit for-

a. Jan Mangal Coordinator- 35 years

b. Statistical Assistant- 35 years

Interested candidate may submit full resume with:

a. Recent passport size photograph

b. DD worth Rs. 100.00/- in favor of " state health system resource center "

c. No objection from current employer

d. Telephone number and email references of last employers.

Address all documents to the Executive Director, RHSRC-NRHM, Room No. 235, Swasthya Bhawan (Main Block) Tilak Mark, Jaipur- 302005.

Applications received before the evening of 10th September 2010 will only be considered.