

**National Health Mission – Tamil Nadu**  
**Terms of Reference for HMIS Specialist**

<b>Name of the Organisation</b>	National Health Mission – Tamil Nadu
<b>Reporting Officer</b>	Mission Director, National Health Mission – TN
<b>Name of the Position</b>	HMIS Specialist
<b>Number of Positions</b>	One (1)
<b>Location</b>	Chennai, Tamil Nadu

National Health Mission – Tamil Nadu is seeking applications from eligible candidates for one position of HMIS Specialist for its State Programme Management Unit at Chennai, Tamil Nadu.

### **Background**

National Health Mission Tamil Nadu (NHM-TN) has been established to assure universal access to equitable, affordable and quality health care services which are accountable and at the same time responsive to the needs of the people and work towards attaining the SDH gals of health index.

### **Objective**

As HMIS Specialist, the overall objective is to provide requisite technical support, build capacity, implement and manage programmes and initiatives under National Health Mission – Tamil Nadu, across Primary, Secondary and Tertiary levels of healthcare.

### **Key Responsibilities**

- To review the existing software and applications including mobile apps and tools
- To review the scope of work of the existing system integrators and the other software developers
- Visit the health facilities and review the workflow, exiting registers, all record tools and discuss with the Administrators, Doctors, staff nurses and other paramedical staff to understand their software requirements.
- Perform ad- hoc quality assurance of the existing data
- Define the data needs of relevant units within the health system and determine the most appropriate and effective data flow

- Design the data collection and reporting tools, develop the procedures and mechanisms for data processing, develop the data base. Communicate the same to the appropriate system integrator or the software developer.
- Develop and implement a training programme for data providers and data users and train them on HMIS and other health software
- Pre-test, and if necessary, redesign the system for data collection, data flow, data processing and data utilization
- Periodical Monitoring of HMIS database and follow up regular uploading of data related to GOI requirements. Sending regular feedback to district / block level health officials
- Coordination with state department officials for regular uploading of HMIS data to central portal
- Training / Capacity building to various health providers for data entry and monitoring
- Analysing HMIS data on monthly basis (preferably using R, or Python, or other open-source statistical tool or analytical tool provided by State or GOI)
- HMIS data triangulation with other available data sources like surveys, SRS, Census etc.,
- Monitoring performance of health facilities through GIS based HMIS application.
- Monitoring timely uploading of monthly and infrastructure data on HMIS
- Monitoring the implementation and performance of all other application under Health and Family Welfare Department
- Any other responsibility that may arise from time to time
- He / She shall maintain a diary of activities performed by him / her each day and submit it to the Controlling Officer once in a week.

## **Output**

Timely accomplishment of task and responsibilities, regular reporting, provide situational analysis, achieve key deliverables and provide support to strengthen and implement key elements of the Programme assigned.

## **Qualifications and experience**

1. Degree in B. Tech / B.E or MCA
2. Certifications in architecture design
3. Should have an experience of 12 years or more in Solution Architecting / System Design / System Integration / Performance Tuning
4. Should have experience of 2 years or more as HMIS Expert in large enterprises
5. Should have delivered 2 projects or more involving backend process driven Application for multiple locations in Government Sector.

**Travel and subsistence:**

Not Applicable

**Reporting Requirements:**

The HMIS Specialist will submit monthly/applicable updated report to the State Data Manager (e-Governance).

**Workstation:**

The workstation of HMIS Specialist is at National Health Mission- Tamil Nadu, State Programme Management Unit, Chennai, Tamil Nadu.

**Mode of Recruitment:**

The HMIS Specialist shall be engaged on Contract basis for a period of 11 months. The HMIS Specialist's first term (11 months) will be on probation. Subject to satisfactory performance, the HMIS Specialist will be continued for the subsequent terms through appropriate renewals.

**Termination:**

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

**Remuneration:**

The HMIS Specialist will be paid a consolidated monthly salary as per NHM-TN norms (Rs.58,800/-)\*. The HMIS Specialist shall not be entitled to any other benefits, payments, subsidy, compensation or pension. The consultant shall not be exempt from taxation and shall not be entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received.

\*Fee offered within the band will be commensurate qualification and experience.

**Age Limit:** No Age Limit (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.

**To Apply:** Candidates are requested to click on the Google Form link below and fill in all the details by 20<sup>th</sup>October 2021. Applications submitted in other formats will not be accepted.

<https://rb.gy/sslvza>

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

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