

# International Institute for Population Sciences

(Deemed University)

Govandi Station Road, Deonar, Mumbai 400 088.

Ph. No. 2556354/55/56, Web site: [www.iipsindia.org](http://www.iipsindia.org)

Applications are invited for the following posts purely on a temporary basis in a project- **District Level Household and Facility Survey – 4 (DLHS-4) – on or before 30<sup>th</sup> November, 2011.** The DLHS-4 is sponsored and funded by Ministry of Health and Family Welfare, Government of India. The Details of role & responsibilities and qualification of each posts are given below.

<b>Group I</b>	<b>Planning, Survey Design and Instrument Group</b>
<b>Activities</b>	<ol style="list-style-type: none"> <li>1. Preparation of sampling Design</li> <li>2. Sample selection</li> <li>3. Estimation procedure (weight etc.)</li> <li>4. Preparation of survey Instruments including Schedules and Instruction manuals</li> <li>5. Pre-testing and translation of Survey instruments</li> <li>6. Technical Support including Query Handling Mechanism during the course of Survey</li> <li>7. Any other technical issues including Bio-markers</li> </ol>
<b>Position</b>	<b>Project Leader ( No. 01)</b>
<b>Role&amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Oversee the work of the DLHS survey (including final sign off) on work - plan of agencies, reports and other deliverables</li> <li>• Development of detailed terms of references day to day management of other members of the team</li> <li>• Oral and Written reporting to IIPS, MoHFW</li> <li>• Represent at meeting and presentation of the work and the products of the team</li> <li>• Negotiation with state agencies for the monitoring the survey work in the states</li> <li>• Prepare training modules/workshop to orient the stakeholders, survey agencies and other to operationalise the survey</li> <li>• To support the IIPS in analyzing data to monitor and validate results</li> <li>• Timely execution of survey including field work, data processing tabulation and final results</li> <li>• Responsible for overall coordination &amp; monitoring of the activities of DLHS-4 including outputs</li> </ul>
<b>Qualifications</b>	<p><b>Essentials :</b></p> <ul style="list-style-type: none"> <li>• Management background (MBA or equivalent) with a graduation degree quantitative sciences</li> <li>• Track record leading large scale projects with multiple and multi disciplinary inputs and production of complex deliverables on time</li> <li>• Experience of information systems and IT proficiency with certification</li> <li>• Experience in coordination and liaison with varied stakeholders both governmental and non-governmental</li> <li>• Excellent oral and written communication skills and excellent written English</li> </ul> <p><b>Desirables :</b></p> <ul style="list-style-type: none"> <li>• 5-8 years experience in working with or handling the government sector (Central or State)</li> <li>• Experience in financial management is desirable</li> <li>• Preferably experience of health/social sector working</li> <li>• Good negotiation and analytical skills</li> </ul>
<b>Age</b>	<b>Maximum 55 years</b>
<b>Salary</b>	<b>Rs. 70,000/- Per Month (Consolidated)</b>
<b>Place of Work</b>	<b>IIPS, Mumbai</b>

<b>Group I</b>	<b>Planning, Survey Design and Instrument Group</b>
<b>Activities</b>	<ol style="list-style-type: none"> <li>1. Preparation of sampling Design</li> <li>2. Sample selection</li> <li>3. Estimation procedure (weight etc.)</li> <li>4. Preparation of survey Instruments including Schedules and Instruction manuals</li> <li>5. Pre-testing and translation of Survey instruments</li> <li>6. Technical Support including Query Handling Mechanism during the course of Survey</li> <li>7. Any other technical issues including Bio-markers</li> </ol>
<b>Position</b>	<b>Project Officer for Office (Nos. 02)</b>
<b>Role&amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• To assist the team in the implementation of the task assigned.</li> <li>• To support in the Arrangement of logistics for state visits/workshops</li> <li>• To support in the Preparation of reports and necessary documentation</li> <li>• Any other tasks as identified by them leader</li> </ul>
<b>Qualifications</b>	<b>Essentials :</b> <ul style="list-style-type: none"> <li>• Graduate in any discipline from recognized University</li> <li>• Diploma/Certificate (6 months or more) in computer Applications (MS Office, Internet etc.)</li> <li>• Two to Three years experience in a reputed institution in Office Management, Report Writing</li> <li>• Excellent oral &amp; written communication skills and excellent written English</li> </ul>
<b>Age</b>	<b>35 years</b>
<b>Salary</b>	<b>Rs. 30,000/- Per Month (Consolidated)</b>
<b>Place of Work</b>	<b>IIPS, Mumbai</b>

<b>Group I</b>	<b>Planning, Survey Design and Instrument Group</b>
<b>Activities</b>	<ol style="list-style-type: none"> <li>1. Preparation of sampling Design</li> <li>2. Sample selection</li> <li>3. Estimation procedure (weight etc.)</li> <li>4. Preparation of survey Instruments including Schedules and Instruction manuals</li> <li>5. Pre-testing and translation of Survey instruments</li> <li>6. Technical Support including Query Handling Mechanism during the course of Survey</li> <li>7. Any other technical issues including Bio-markers</li> </ol>
<b>Position</b>	<b>Project Officer (No. 01)</b>
<b>Role&amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• To assist the team in the implementation of the task assigned.</li> <li>• To support in the Arrangement of logistics for state visits/workshops</li> <li>• To support in the Preparation of reports and necessary documentation</li> <li>• Any other tasks as identified by them leader</li> </ul>
<b>Qualifications</b>	<b>Essentials :</b> <ol style="list-style-type: none"> <li>1. Graduate in any discipline from recognized University</li> <li>2. Diploma/Certificate (6 months or more) in computer Applications (MS Office, Internet etc.)</li> <li>3. Two to Three years experience in a reputed institution in Office Management, Report Writing</li> <li>4. Excellent oral &amp; written communication skills and excellent written English</li> </ol>
<b>Age</b>	<b>35 years</b>
<b>Salary</b>	<b>Rs. 30,000/- Per Month (Consolidated)</b>
<b>Place of Work</b>	<b>MoHFW, Delhi</b>

<b>Group II</b>	<b>IT and Data processing Group</b>
<b>Activities</b>	<ol style="list-style-type: none"> <li>1. Implementation of use of Hand-held devices for data capturing</li> <li>2. Software Development for Data Capturing and Tabulation/Reporting</li> <li>3. Managing all IT and Software related issues during the course of the survey</li> <li>4. Data Processing</li> </ol>
<b>Position</b>	<b>Information Systems Experts ( No. 01)</b>
<b>Role&amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead on the systems, software and tools for analytical frame work</li> <li>• Lead on the overview, Mapping and situational analysis of current data systems state level</li> <li>• Devolvement of plans for implementing a web-based data capturing systems for the surveys including use of hand devise in data collection</li> <li>• Harmonization, integration and synthesis of current systems at various levels from varied sources of data</li> <li>• Development of tools for integration and validation of data from different systems including IT platforms necessary to operationalise this.</li> <li>• Contracting/Outsourcing specific software or technical support as necessary and overall coordination with the selected agencies for development, implementation and maintenance support IT tools required for the survey</li> <li>• Managing all IT and software related issues during the course of the Survey</li> </ul>
<b>Qualifications</b>	<p><b>Essentials :</b></p> <ul style="list-style-type: none"> <li>• Post graduation degree in quantitative science (Mathematics, Statistics, Operations Research, Econometrics, Business Economics etc.) with a 12 Months or more certificate course in computer software /applications OR</li> <li>• Post Graduate in computers (M. Tech, Ms, MCA or equivalent)</li> <li>• Minimum 4-5 years experience as systems analyst with working knowledge in computer programming applications</li> <li>• Excellent oral and written communication skills and excellent written English</li> </ul> <p><b>Desirables :</b></p> <ul style="list-style-type: none"> <li>• Experience in knowledge management; expert systems; establishment of M&amp;E systems</li> <li>• Track record of working within government systems, and preferable in the health/social sector</li> <li>• Experience in large scale data processing, data warehousing and data mining technologies</li> <li>• Knowledge of statistical packages like SPSS, SAS etc.</li> <li>• Use of hand-held devices in data collection, management and its processing</li> </ul>
<b>Age</b>	<b>50 years (Maximum)</b>
<b>Salary</b>	<b>Rs. 60,000/- Per Month (Consolidated)</b>
<b>Place of Work</b>	<b>IIPS, Mumbai</b>

<b>Group II</b>	<b>IT and Data processing Group</b>
<b>Activities</b>	<ol style="list-style-type: none"> <li>1. Implementation of use of Hand-held devices for data capturing</li> <li>2. Software Development for Data Capturing and Tabulation/Reporting</li> <li>3. Managing all IT and Software related issues during the course of the survey</li> <li>4. Data Processing</li> </ol>
<b>Position</b>	<b>IT Coordinator ( No. 01)</b>
<b>Role&amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Managing all IT, Software and Data Processing related issues during the course of the survey</li> <li>• Close Coordination with the agencies selected for development of IT Tools</li> </ul>
<b>Qualifications</b>	<p><b>Essentials :</b></p> <ul style="list-style-type: none"> <li>• Graduate in Quantitative Sciences (Mathematics, Statistics, Operations Research, Econometrics, Business Economics etc.) with a 12 months or more certificate course in computer software/applications</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Graduate in Computers( B. Tech, BCA or equivalent)</li> <li>• Minimum 4-5 years experience with working knowledge in computer programming applications</li> <li>• Excellent oral and written communication skills and excellent written English</li> </ul> <p><b>Desirables :</b></p> <ul style="list-style-type: none"> <li>• Track records of working within government systems, and preferable in the health/social sector</li> <li>• Experience in large scale data processing, data warehousing and data mining technologies</li> <li>• Knowledge of statistical packages like SPSS, SAS etc.</li> </ul>
<b>Age</b>	<b>40 years (Maximum)</b>
<b>Salary</b>	<b>Rs. 55,000/- Per Month (Consolidated)</b>
<b>Place of Work</b>	<b>IIPS, Mumbai</b>

<b>Group III</b>	<b>Training &amp; Field Operations Group</b>
<b>Activities</b>	<ol style="list-style-type: none"> <li>1. Organizing following trainings <ol style="list-style-type: none"> <li>a. Master Training of trainers of Survey Schedules</li> <li>b. Training on House listing</li> <li>c. Training on data capturing and Reporting Software</li> </ol> </li> <li>2. Quality Assurance <ol style="list-style-type: none"> <li>a. Monitoring of Training to field staff</li> <li>b. Monitoring of field work including concurrent and back checks</li> <li>c. Liaison with field agencies for feedback and ensuring protocols</li> </ol> </li> </ol>
<b>Position</b>	<b>Project Officer - Field (Nos. 14)</b>
<b>Role &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• To assist the team in the implementation of the task assigned.</li> <li>• Regular field Visits to Monitor the training and field work in the assigned state(s)</li> <li>• Coordination with the field agencies for regular feedback and necessary mid-course corrections</li> <li>• Any other tasks as identified by them leader</li> </ul>
<b>Qualifications</b>	Essentials: <ul style="list-style-type: none"> <li>• Graduate in any discipline from recognized University</li> <li>• Diploma/Certificate (6 months or more) in computer Applications (MS Office, Internet etc.)</li> <li>• Two to Three years experience in survey field work</li> <li>• Excellent oral &amp; written communication skills and excellent written English</li> </ul>
<b>Age</b>	<b>35 years (Maximum)</b>
<b>Salary</b>	<b>Rs. 30, 000/- Per Month (Consolidated)</b>
<b>Place of Work</b>	<b>Anywhere in India</b>

<b>Group IV</b>	<b>Administrative &amp; Financial Management Group</b>
<b>Activities</b>	<ol style="list-style-type: none"> <li>1. Managing all administrative and Budget related matters of DLHS-4</li> <li>2. Preparation of RFPs for selection of survey Agencies</li> <li>3. Technical &amp; Financial Evaluation of Bids</li> <li>4. Contract agreement with Field Agencies</li> <li>5. Release of payments to Field Agencies as per payment plan</li> <li>6. Monitor overall progress of survey as per timelines</li> </ol>
<b>Position</b>	<b>Project Coordinator - Administration &amp; Finance (No. 01)</b>
<b>Role &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Managing all administrative and Budget related matters of DLHS-4</li> <li>• Preparation of RFPs for selection of survey Agencies</li> <li>• Technical &amp; Financial Evaluation of Bids</li> <li>• Contract agreement with Field Agencies</li> <li>• Release of payments to Field Agencies as per payment plan</li> <li>• Monitor overall progress of survey as per Timelines</li> </ul>
<b>Qualifications</b>	<p><b>Essentials :</b></p> <ul style="list-style-type: none"> <li>• Management background (MBA or equivalent).</li> <li>• Experience in Developing and managing RFPs, contract agreements</li> <li>• Excellent oral and written communication skills and excellent written English</li> </ul> <p><b>Desirables :</b></p> <ul style="list-style-type: none"> <li>• 5-8 years experience in working with or handling Government sector (Central or State)</li> <li>• Experience in Financial management is desirable</li> <li>• Preferable experience of health/social working</li> <li>• Good negotiation and analytical skills</li> </ul>
<b>Age</b>	<b>50 years (Maximum)</b>
<b>Salary</b>	<b>Rs. 50,000/- Per Month (Consolidated)</b>
<b>Place of Work</b>	<b>IIPS, Mumbai</b>

<b>Group IV</b>	<b>Administrative &amp; Financial Management Group</b>
<b>Activities</b>	<ol style="list-style-type: none"> <li>1. Managing all administrative and Budget related matters of DLHS-4</li> <li>2. Preparation of RFPs for selection of survey Agencies</li> <li>3. Technical &amp; Financial Evaluation of Bids</li> <li>4. Contract agreement with Field Agencies</li> <li>5. Release of payments to Field Agencies as per payment plan</li> <li>6. Monitor overall progress of survey as per timelines</li> </ol>
<b>Position</b>	<b>Project Officer - Accounts (No. 01)</b>
<b>Role &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Managing all budget related matters</li> <li>• Ensuring timely release of payment to the agencies as per payment plan</li> <li>• Settlement of utilization Certificate</li> <li>• Other financial matters</li> </ul>
<b>Qualifications</b>	<p><b>Essentials :</b></p> <ul style="list-style-type: none"> <li>• M.com degree of recognized University with three years experience</li> </ul> <p><b>Desirables :</b></p> <ul style="list-style-type: none"> <li>• ICWA, CS, CA (interns)</li> <li>• Retired personal from Audit Department can also apply. Age relaxation may be provided to experienced retired personals from Audit Department.</li> </ul>
<b>Age</b>	<b>35 years (Maximum)</b>
<b>Salary</b>	<b>Rs. 30,000/- Per Month (Consolidated)</b>
<b>Place of Work</b>	<b>IIPS, Mumbai</b>

Application with testimonial and supporting documents with CV and a photo (passport size) should be sent to the DLHS-4 Coordinator, IIPS, Deonar, Mumbai- 400088.

All posts are purely temporary fixed tenure project based positions. Temporary Appointment shall terminate with completion of the Project or the period of appointment, whichever is the earlier. The initial appointment may be for three months extendable on satisfactory discharge of assigned responsibilities. Only sort listed candidates shall be called for interview. The duration of the DLHS-4 Project is 1 to 2 years. No TA/DA shall be provided for attending the interview.

**Registrar  
IIPS, Mumbai**