

International Institute for Population Sciences

(Deemed University)

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A walk-in-interview is organized for the posts of Project Coordinator, IT Coordinator and Project Officer purely on temporary basis in a Project- **District Level Household and Facility Survey-4 (DLHS-4)** on July 15, 2011. The DLHS-4 is sponsored and funded by Ministry of Health and Family Welfare, Government of India. The details of roles and responsibilities and qualifications of posts are given below.

Position	Project Coordinator (1)*
Activities	<ol style="list-style-type: none"> 1. Preparation of sampling Design 2. Sample Selection 3. Estimation procedure (weight etc.) 4. Preparation of survey Instruments including Schedules and Instruction manuals 5. Pre-testing and translation of survey instruments 6. Technical Support including Query Handling Mechanism during the course of Survey 7. Any other technical issues including Bio-markers
Role & Responsibilities	<ul style="list-style-type: none"> • Review the different concepts, understanding and process for surveys and community based activities • Assist the team in undertaking situational analysis, instruction manuals and capacity building for the field survey agencies • Draw on methodologies established in other survey work and data produced through other process. • Identify, liaison and negotiate with field agencies, IIPS faculty and Ministry for survey related work • Identify ways to integrate and harmonize data emanating from various sources into reports • Preparation of sampling Design • Sample Selection; Estimation Procedures (Weights etc.) • Preparation of Survey Instruments including Schedules and Instruction Manuals • Pre-testing and Translation of Survey Instruments • Technical Support including Query Handling Mechanism during the course of Survey • Experience in health sector, large scale survey and coordination with different partners • Working knowledge of computers • Examination of various technical proposals • Preparation of comments on the draft documents and reports • Regular update of progress on various activities in coordination with agencies including financial matters and fund releases • Monitoring and field visits • Coordination with office of RGI, NIHFV and other partner institutes for implementation of CAB component • Any other technical issues
Qualifications	<p>Essentials :</p> <ul style="list-style-type: none"> • Post Graduate degree in Social Sciences/Statistics/Mathematics • 4-5 Years experience in the field of Social research methods and community based research. • Proven experience in working with range of CBOs on advocacy and community development initiative • Experience in analysis socio-economic and demographic survey and use data analysis for

	<p>planning</p> <p>Desirables:</p> <ul style="list-style-type: none">• Preferable experience of use of social surveys for M&E – including both quantitative and qualitative indicators• Proficiency in computer and use of PC based office automation software• Excellent oral written communication skills and excellent written English
Age	40 Years (Maximum)
Salary	Rs. 55,000/- Per Month (Consolidated)

Position	IT Coordinator (1)
Activities	<ol style="list-style-type: none"> 1. Implementation of use of Hand-held devices for data capturing 2. Software Development for Data Capturing and Tabulation/Reporting 3. Managing all IT and Software related issues during the course of the survey 4. Data processing
Role & Responsibilities	<ul style="list-style-type: none"> • 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
Qualifications	<p>Essentials :</p> <ul style="list-style-type: none"> • Graduate in Quantitative Sciences (Mathematics, Statistics, Operations Research, Econometrics, Business Economics etc.) with a 12 months or more certificate course in computer software/applications <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Graduate in Computers (B. Tech, BCA or equivalent) • Minimum 4-5 years experience with working knowledge in computer programming applications • Excellent oral and written communication skills and excellent written English <p>Desirables:</p> <ul style="list-style-type: none"> • Track record of working within government systems, and preferable in the health/social sector • Experience in large scale data processing, data warehousing and data mining technologies • Knowledge of statistical packages like SPSS, SAS etc.
Age	40 Years (Maximum)
Salary	Rs. 55,000/- Per Month (Consolidated)

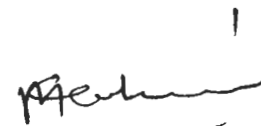
Position	Project Officer, No of Posts – 3*
Activities	<ol style="list-style-type: none"> 1. Preparation of sampling Design 2. Sample Selection 3. Estimation procedure (weight etc.) 4. Preparation of survey Instruments including Schedules and Instruction manuals 5. Pre-testing and translation of survey instruments 6. Technical Support including Query Handling Mechanism during the course of Survey 7. Any other technical issues including Bio-markers
Role & Responsibilities	<ul style="list-style-type: none"> • To assist the term in the implementation of the tasks assigned • To support in the Arrangement of logistics for state visits/Workshops • To support in the preparation of reports and necessary documentation • Any other tasks as identified by the team leader
Qualifications	Essentials : <ul style="list-style-type: none"> • Graduate in any discipline from a recognized University • Diploma/certificate (6months or more) in Computer Applications (MS office, Internet etc.) • Two to Three years experience in a reputed Institution in Office Management, Report Writing • Excellent oral and written communication skills and excellent written English
Age	35 Years (Maximum)
Salary	Rs. 30,000/- (Consolidated)

*Note: The above post of project Coordinator and one post of project officer are for MoHFW, hence will be posted at MoHFW and remaining posts are for IIPS, Mumbai-88.

The interested candidates may attend a walk-in-interview on 15th July, 2011 at 11:00 am at IIPS, Mumbai. They should also bring the certificates, testimonial, photo (passport size) and other supporting documents.

All positions are ad-hoc position. The initial appointment may be for three months. The duration of DLHS-4 project is 1 to 2 years. No TA/DA shall be provided for attending the interview.

The IIPS reserve the right to relax the eligibility criteria and cancelation or rescheduling the interview.



Registrar
IIPS, Deonar
Mumbai