

POSITION	MIS Associate
NUMBER OF POSITIONS	1
REPORTS TO	Project Manager
LOCATION	Bhubaneswar
Posting Date	23/12/2024
Closing Date	31/12/2024
Project Period	One Year

Background

World Health Partners (WHP) is a non-profit organization mandated to deliver holistic healthcare to underserved communities by innovatively leveraging available resources more efficiently. Evidence-based management and technological solutions that are sophisticated to work in extremely low-resource settings are the hallmarks of WHP’s programming strategy. WHP believes that it is unconscionable to divide resources on ideological basis—such as public and private sectors—since low resource settings mandate a focus on collectivizing all existing resources to achieve better outcomes.

WHP is best known for its programs focused on early detection and treatment of tuberculosis in urban and rural settings supported by community-based activities to ensure prevention. WHP currently operates its projects in Bihar, Jharkhand, Uttar Pradesh, Punjab, Haryana, Uttarakhand, Himachal Pradesh, Gujarat and Delhi.

About the project

Government of Odisha is in the process of signing MoU with ‘World Health Partners’ for universal care of TB patients in private sector as ‘Patient Provider Support Agency (PPSA) in four NTEP districts of Odisha (Khurda, Bhubaneswar Municipal Corporation, Cuttack, and Ganjam).

This project is designed to directly support the efforts of the Government of Odisha (GoO) AND the Government of India (GoI) for an effective and efficient TB program in the Private Sector. The PPSA approach to private sector engagement and notification is along four critical axis: facilitate early and accurate diagnosis, facilitate cases notification, ensure appropriate treatment, and ensure treatment completion

Scope of work and key responsibilities

Key Responsibility Areas (KRA) would include but not be restricted to the following:

- Collect, compile, and manage project-related data from various sources within the assigned state

- Ensure accuracy, completeness, and timely submission of data to the central MIS system.
- Collaborate with project teams to streamline data collection processes and implement best practices for data integrity.
- Develop and maintain a comprehensive and organized MIS database for the CGC Project, ensuring easy access to relevant information for reporting and analysis.
- Regularly update and cleanse the database to eliminate errors and inconsistencies.
- Generate regular reports on project activities, outcomes, and impact, in accordance with organizational reporting requirements.
- Conduct data analysis to identify trends, patterns, and areas for improvement, and provide insights to the State project team for informed decision-making.
- Collaborate with the State project team to provide technical assistance to state NTEP in data analysis and interpretation.
- Assist in the preparation of training materials related to data management for state-level Training of Trainers and district/block-level trainings.
- Work closely with NTEP officials, staff, and frontline health workers to facilitate the integration of Differentiated Care Management, Post Treatment Follow-up, and Mental Health into TB care.
- Collaborate with the State project team to address challenges and share initial learnings, contributing to the overall success of the project.
- Implement quality control measures to ensure the accuracy and reliability of data collected and reported.
- Conduct regular audits of data entry processes to identify and rectify errors promptly.
- Maintain detailed documentation of data collection procedures, data sources, and any modifications to the MIS system.
- Prepare comprehensive reports and presentations for internal and external stakeholders.
- Assist in the training of project staff, NTEP officials, and health workers on effective data management practices.
- Provide ongoing support to build the capacity of the project team in utilizing data for decision-making.
- Ensure strict adherence to data security and privacy policies.
- Stay updated on relevant guidelines and standards related to TB care and MIS, implementing changes as necessary.
- Actively participate in the identification of process improvements related to data management and contribute to the enhancement of overall project effectiveness.

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on Project requirements.

Qualifications, Experience, and Skills

- Bachelor’s degree in Statistics/ Computer Applications from a recognized institution
- Minimum of 5 years’ experience in handling data management, MIS and documentation in health program
- Excellent in MS office excel.
- Ability to work well with various departments and teams

Remuneration

A competitive salary commensurate with experience is offered. World Health Partners (WHP) is an employer which follows the principle of equal opportunity with regard to its hiring and promotion procedures. WHP does not discriminate on the basis of religion, race, class or gender and is committed to give everyone an equal chance.

Note: Remuneration for this position is maximum Rs. 35,000/- monthly. (Taxes applicable as per the prevailing norms).

How to apply

Aspirant are requested to apply online for the respective job post through the link provided below:

Position Name	Location	Google Form Link
MIS Associate	Bhubaneswar	https://forms.gle/dQgg1bBDwpaEuiRy8

Instruction to be followed while filling out the online application form.

1. A field with an asterisk (*) cannot be left blank.
2. CV needs to be uploaded in the last section of the application form
3. The aspirant is requested to upload the CV in WORD or PDF format.
4. Failing to click on the SUBMIT button, the application form will not be submitted. So, kindly ensure to click on the SUBMIT button.
5. Kindly note that the online application form can be submitted only once for a post from a particular mail id.
