

TERMS OF REFERENCE
Data Entry Operator
for
CMO Office, Siaha

Background

The Mizoram Health Systems Strengthening Project with financial and technical assistance from the World Bank aims to improve the management, quality, accessibility and delivery of health services in the state of Mizoram at various health facilities and units. With funding from MHSSP, CMO Office, Siaha District proposed to engage Data Entry Operator for efficient execution of Internal Performance Agreement (IPA).

Contract duration: 6 months (extension depends on IPA committee)

Project Objective

The Project Development Objective (PDO) is “to improve management capacity and quality of health services in Mizoram.” The project aims to improve the quality of and access to health delivery system as well as strengthening of governance and management capacity. The project will target investments towards health facilities and interventions across the state over the five-year project duration. The project will accomplish these objectives through implementation of four components:

1. Strengthen management and accountability through Internal Performance Agreements.
2. Improve the design and management of the state health insurance programs.
3. Enhance the quality of health services and support innovations.
4. Contingent Emergency Response Component.

Scope of work

The Data Entry Operator will provide technical and accounting support for Internal Performance Agreement. He/She will be responsible for devising and operating data related to Internal Performance Agreements (IPA) and maintaining IPA bank accounts. He/She will report to Chief Medical Officer.

Qualifications

1. Applicants must possess at least a Bachelor’s degree in any stream.
2. Applicants must possess at least CCC/DCA.
3. Experience:
 - a. Desirable: Applicant must possess a minimum one year of experience in office work/data management.
 - b. Skills and competencies
 - Knowledge of English and Mizo both written and oral.

- Sound knowledge in administration work and accounting.
- Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them.
- Computer proficiency and familiarity with MS Word, Excel and PowerPoint.

Job Responsibilities

- The Data Entry Operator will provide technical and accounting support for Internal Performance Agreement.
- He/She will be responsible for devising and operating data related to Internal Performance Agreements (IPA).
- He/She will be responsible for maintaining IPA Bank Accounts.
- Any other task related to the project assigned by the Chief Medical Officer and District Quality Manager.

Age Limit

Upto 35 years as on date of advertisement with five years relaxation for reserved (SC/ST/OBC) category.

Emoluments

Consolidated Pay of Rs.15000 per month.

Reporting

The Data Entry Operator will report to Chief Medical Officer.

Contract Term

The assignment is on purely contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government. The tenure will be 6 months and extension will be decide by the IPA committee.

General Information

Engagement of the Data Entry Operator will be on full-time basis.