

## **STATE HEALTH RESOURCE CENTRE RAIPUR**

### **Terms of Reference (ToR)**

**Position: Program Coordinator- Data Analytics & Monitoring**

**Location:** Raipur, Chhattisgarh, India

**Duration:** Full-time [Contract], On-site, initially for one year, extendable based on performance.

**Application Deadline: 21.08.2024**

### **Organization Overview:**

**State Health Resource Centre (SHRC), Chhattisgarh** provides technical support to the Department of Health and Family Welfare, Chhattisgarh to strengthen public healthcare services in the state. It is an autonomous institution set up in 2002. SHRC is involved in the implementation of the state-wide Community Health Worker Programme. It facilitates and supports a wide range of health systems strengthening work in the state. To support these activities, SHRC is actively involved in research and evidence generation for efficient policy-making and implementation for the State and has successfully supported the piloting of many innovative and replicable models for the country.

### **Position Overview:**

We are looking for an early career researcher with strong research management and data analytical skills to support SHRC research work. The incumbent is expected to design, manage and analyse quantitative research data and multiple program-related data generated on regular basis. This role is crucial for ensuring data-driven decision-making and effective management of health programs at the state level. This position offers a significant opportunity to contribute to evidence-based policy-making in Chhattisgarh and beyond.

### **Reporting Relationships**

This position directly reports to the Executive Director and performs her/his duty under his/her guidance. As part of the SHRC team, She/he will work with multiple vertical team leads, such as health systems and community processes, as well as cross-cutting themes.

The person will also manage a team of research assistants, and field-level data collectors, and liaise with external project implementing institutes as and when required.

**Key Responsibilities:**

**Program coordinator – Data Analytics and Monitoring** are expected to design, lead and support data-related work as assigned by the Executive Directors and other Team Leads. More specifically, She/he is expected to perform the following functions:

- Design and develop survey questionnaires and data collection tools, including sampling methods and techniques.
- Collect and compile data from various secondary sources, including surveys, government databases like (Census, NSSO, NFHS etc.) and other relevant sources.
- Cleaning, organizing, and managing large datasets, including merging and cleaning data from various sources.
- Responsible for analyzing and interpreting data using basic statistical tools and techniques, including descriptive statistics and regression analysis. Assist in preparation of analytical and statistical reports and visualizations like charts, and tables to communicate findings to stakeholders.
- Undertake quality checks on the data to ensure consistency and completeness and follow up on any discrepancies.
- Support the monitoring of various health systems and community process data at the state level.
- Support capacity-building activities for the Health System Strengthening team on data management and analysis.
- Conduct Demand side Household survey every year including updating questionnaires, training of surveyors, analysis and report making.
- Proven experience in handling large data sets and statistical analysis.
- Excellent and demonstrable experience in data management and analysis software, such as SPSS, STATA, R etc.

**Qualifications / Experience/ Skills:**

**Education:** Post-graduate in Data Science or Master's or equivalent in Public Health/Population Sciences, Statistics, or related field from a reputed institute/university with proven data analysis track record. PhD in a related field may be preferred.

**Experience:**

- 2-3 years or more years of proven experience in handling large data sets and conducting statistical analysis in research projects.

- Prior experience working on a primary research project, managing the operation of a research project, data analysis, and writing reports is desirable.
- Data management and analytical skills with an understanding of statistical software packages.
- Prior proven track record in academic publication will be an asset and given priority.

**Skills:**

- Excellent written and verbal communication skills in English and Hindi.
- Demonstrated capability to produce outcomes and achieve objectives within agreed time limits.
- Excellent interpersonal skills and the ability to work well autonomously.
- Proficient in data management and analysis software, such as SPSS, STATA, R etc.

**Remuneration:** Commensurate with qualifications and experience, may range around **6-8 lakhs** per annum.

**Application Process:**

Interested candidates are invited to submit their cover letter (max one page), position suitability statement (max one page), and detailed resumes in a single file with the name of the file renamed as the candidate's name through an email to [shrchr@gmail.com](mailto:shrchr@gmail.com). Priority will be given to the candidate who can join immediately.

Please mention 'Application for "**Program Coordinator- Data Analytics & Monitoring**" in the subject line of email.

The position is open on a rolling basis and applications will be reviewed as they are received. Although the official deadline is 21.08.2024, it is advisable to apply early as the vacancy may close upon finding a suitable candidate.

SHRC promotes equal opportunity for all, females, and people from disadvantaged sections of society are encouraged to apply.

**Note:** Only shortlisted candidates will be contacted for the selection process. SHRC reserves the right to shortlist based on experience by its Scrutiny Committee and select suitable candidates as decided by the selection panel. The decision of the selection panel will be final in this regard.

Job Email ID: [shrchr@gmail.com](mailto:shrchr@gmail.com)