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MUNICIPAL CORPORATION OF GREATER MUMBAI
PUBLIC HEALTH DEPARTMENT
No. HO / 121 / NCD Dt.23.11.2020

The Non Communicable Disease (NCD) Cell is inviting applications for the following Post from eligible candidates to establish Data Analytic Unit for short term project supported by Vital Strategies Inc. The appointment shall purely be on CONTRACTUAL BASIS.

Sr. NO	Name of Post	Age	Qualification and Experience	No. of post	Monthly fixed Remuneration
1	Project Manager	Up to 45 years	a. <u>Qualification:</u> <ul style="list-style-type: none">• Post Graduation in Community Medicine/ Masters in Public Health• OR• Masters in Project Management OR Diploma in Hospital Health Management OR Diploma in Public Health.• MBBS/BAMS/BDS/B.PTh b. <u>Experience:</u> Minimum 3 years experience in Public Health program in Private/ Govt./ NGO	One	Rs. 1,00,000/-
2.	Policy and Public Health consultant	Up to 45 years	a. <u>Qualification:</u> <ul style="list-style-type: none">• Post Graduation in Community Medicine• Masters in Public Health. b. <u>Experience:</u> Experience in Documentation of Public Health issues and writing skills.	One	Rs. 75,000/-
3.	Data Informatics Consultant	Up to 40 years	a. <u>Qualification:</u> <ul style="list-style-type: none">• Bachelor in Computer Engineering/ Bachelor in Computer science/ Masters in Science with Statistics AND• Post graduate Diploma in Data Management b. <u>Experience:</u> Minimum 2 years work experience in Public Health Data Analysis/ Database Management Skill	One	Rs. 74,850/-
4.	Data Assistant	Up to 35 years	Basic graduation with good knowledge of MS Excel AND Marathi typing (Minimum speed 30 wpm) and English typing (Minimum speed 40 wpm). MS-CIT compulsory.	One	Rs. 20,000/-

Note:

1. These posts are **purely CONTRACTUAL BASIS** and not regular Mumbai Corporation posts.
2. Remuneration is a consolidated pay.
3. Only shortlisted candidates will be eligible for interview.
4. Candidates holding higher qualifications and experience will be preferred.
5. The selected candidates will be given appointment initially till 31st March, 2021 likely to be renewed if performance is satisfactory.
6. If performance is not satisfactory, you will be terminated without prior notice.
7. All rights are reserved with Executive Health Officer.
 - Interested candidates fulfilling the above mentioned criteria should submit application in the office of Dy. Executive Health Officer, NCD Cell, ward No. 11, Kasturba Hospital, Sane Guruji Road, Chinchpokali, Mumbai No. 400 012 till 4th December, 2020 up to 5.00 p.m. along with certificates of qualification required and record of experience.
 - One set attested photo copy should be submitted along with application.
 - Application should be submitted on plain paper indicating :
 - A. Full name in block letters.
 - B. Communication address with phone / mobile no. (Compulsory) and email ID.
 - C. Date of Birth as on SSC record (School Leaving Certificate.)
 - D. Educational qualification mentioning name of the course, institute and university, year of passing out and % of marks obtained.
 - E. Work experience clearly mentioning organization worked for, post held, duration and responsibility of post, and any other relevant details along with passport size photograph.
 - F. Candidates who will submit application on, 4th December 2020 after 5.00 p.m. will not be considered.
 - G. The short listed candidates will be called for interview via telephonically and e-mail.

Sd/- 23/11/2020
Executive Health Officer (I/c)

SCOPE OF WORK

1) Project Manager

- Generation of Non Communicable Disease (NCD) Data of Hypertension and Diabetes in p/north ward through pilot project.
- Study all the Management Information System (MIS) system of public health department.
- Proposed and suggest integration of data.
- Develop Non Communicable Disease database and reporting system aligned with Maharashtra government app.
- Development of cemetery data base and format.
- Development of hospital , dispensaries, maternity home regular reporting indicators and their follow up system.
- Development of communicable disease reporting system aligned with Integrated Disease Surveillance program (IDSP).
- Epidemiological analysis, generation of report related to Management Information System (MIS) system.

2) Data Informatics Consultant

- Study all the Management Information System (MIS) system of public health department.
- Proposed and suggest integration of data.
- Data informatics consultant will support project manager in all above activities.