TERMS OF REFEFENCE (TOR) FOR STAFF TO BE HIRED UNDER PROJECT MANAGEMENT UNIT MEGHALAYA HEALTH SYSTEM STRENGTHENING PROJECT (MHSSP).

Job Title: Project Manager (Data Analytics & IT)
Duty Station: Shillong
Duration: 1-year with the possibility of renewal subject to satisfactory performance
Reporting to: Project Director, MHSSP.
Main Function: The function of the Project Consultant is to provide technical expertise with regards to activities under the MHSSP.

Duties and Responsibilities:
1. Coordination with Health Department and other stakeholders for streamlining of IT & Data management for the State and the Project
2. Managing Integration of Health-related information systems and provide inputs for synchronization of existing information and management system with other available portals of the Health Department
3. Technical capacity building of the personnel under the department including consultants, in the area of data integrity, data quality and advance analytics.
4. Development of integrated dashboard for various levels for decision making and ensuring routine updating.
5. Support the improvement and utilization of existing tools, data and procedures used for forecasting.
6. Compile reports based on data analysis for providing to different stakeholders.
7. Participates in the evaluation process for RFQ/ RFB for technical assistance and studies.
8. Identify gaps, improvise and create solutions for improvising data management.
9. Any other work assigned by the Project Director, MHSSP.

Minimum Job Requirements:
- Post-graduate degree in Management/ Business Intervention/ Economics/ Computer Applications/ Information Technology.
- At least (1-2) years' experience in IT & Data Analytics, Knowledge Management, Project Management for social development projects.
- Preference will be given to employees who have already worked under various categories of the State's Health Department.
- Fluent in spoken and written English.