

National Institute of Health & Family Welfare **Post of Consultant Knowledge Management at NIHFW**

In connection with a joint project with WHO, NIHFW requires the services of a short term consultant. The terms of reference are detailed below:

Major job Responsibilities

1. Planning and development of an Inventory (Information Portal) of e-health Policy. Practices, Initiatives etc. and related literature through secondary research based on Internet search and e-survey, queries in relevant forum etc.
2. Categorization and classification of the resources for web publishing of the inventory.
3. Facilitating the development of National Health Information Center (NHIC) website and information aggregation for content development.
4. Up-dating the information on NHIC website.
5. Facilitating the electronic provisioning of information to e-health survey participants through digital repository.
6. Assistance in conduct of eHealth Survey and dissemination of the results and archived information.
7. Follow-up on the findings of the Survey and by setting up an action agenda.
8. Provide assistance and support to the team members for implementing other project activities.

Qualification and work experience

1. Master degree in library science and Information Science / Associateship in Information Science (AIS) / Masters degree in Health Informatics other equivalent relevant degree from reputed university with good academic record.
2. Should have at least 2 years experience of managing/working on digital library/work in an organization engaged in the health sector on information/ knowledge.
3. Good communication skills in English and Hindi.
4. Familiarity with information and communication technologies and their applications in health.
5. Good writing skills, with preferably experience in developing manuals, user friendly simply written information material.
6. Knowledge and experience in e-health survey, dissemination of results etc.
7. Ability to work within a team as a supportive and active team member.

Monthly remuneration up-to Rs.25,000/- per month depending on qualification and experience. This is a contractual job of five months duration. Interested candidates may please send their applications by a hard copy in prescribed proforma (attached) with a passport size photograph along with a statement of suitability for the job not exceeding one A4 size page to the Director, National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi-110067. Only shortlisted candidates will be contacted. Closing date for receiving the application is 30th June, 2009.

DIRECTOR

Annexure I

PROFORMA

**Pasted
Passport size
photograph**

1. Name of the post applied for
2. Name of the candidate in full :
3. Address for correspondence with mobile phone and e-mail :
4. Date of birth and present age :
5. Present post held and name of Deptt./Section where working :
6. Educational Qualifications :
7. Details of employment :

Post Held	Name of Deptt/Section	From	To	Nature of duties performed

8. Any other relevant information :
9. Signature of the application with date: