

National Health Mission – Tamil Nadu

Terms of Reference for IT Coordinator (LIMS) -SPMU

Name of the Organisation	National Health Mission – Tamil Nadu
Reporting Officer	Mission Director, National Health Mission – TN
Name of the Position	IT Coordinator – LIMS
Number of Positions	One (1)
Location	Chennai, Tamil Nadu

National Health Mission – Tamil Nadu is seeking applications from eligible candidates for One positions of LIMS IT Coordinator for its State Programme Management Unit at Chennai, Tamil Nadu.

Background

National Health Mission Tamil Nadu (NHM-TN) is the umbrella programme of the Ministry of Health & Family Welfare, Government of India to assure universal access to equitable, affordable and quality health care which is accountable and at the same time responsive to the needs of the people and works towards reduction of child and maternal deaths as well as population stabilization, gender equity and demographic balance.

Objective

As a State LIMS IT Coordinator, the overall objective is to provide requisite technical support, build capacity, implement and manage LIMS-EDSSprogramme under National Health Mission – Tamil Nadu, across Primary, Secondary and Tertiary levels of healthcare.

Key Responsibilities

- I. Should assist and provide Technical support in Planning & Implementation of EDSS/LIMS in the State in Coordination with the three Directorates i.e., DPH,DMS,DME and the LIMS service provider
- II. Should monitor the tracking of Hub & Spoke model of Sample Transportation through LIMS in all districts and report to the respective officials on a daily basis
- III. Should assist in all activities related to LIMS Software by Coordinating with the District LIMS IT Coordinators
- IV. Should Collect and Compile the reports from districts on the implementation of LIMS
- V. Should work with LIMS Service provider to develop Dashboard Analytics and are expected to do data analysis of Performance of Labs individually and also District wise
- VI. Should assist in periodical monitoring and review of DPMU unit of EDSS
- VII. Should facilitate On Site monitoring of Peripheral Labs through regular field visits
- VIII. Should do Random check of LIMS Sites on daily basis through remote access and ensure the functionality of LIMS Sites
- IX. Should ensure/Coordinate for User ID's, Training and Implementation of Modules
- X. Should give support for Hardware, Networking and Infrastructure- including Asset details, Maintenance, Coordination with Suppliers/AMC Support, UPS
- XI. To provide support for delivering of Networking Equipment and Hardware as and when required
- XII. Follow up with AMC/Vendors for early remedy of issues/breakdown as reported by various locations
- XIII. Facilitate/Coordinate/Collect Master data collection from Institutions through District LIMS IT Coordinators
- XIV. Should create and functionalize a LIMS State Help Desk at NHM Office, address issues related to Software and Hardware and work in liaison with the Equipment suppliers, LIMS Vendors, District IT Coordinators and other state level and district level officials to resolve all issues related to functionality of LIMS at a short Turn Around Time
- XV. Should manage System administration like User access creation, Password reset, User transfer, Master data updation ,etc

- XVI. Should provide the necessary training to IT Coordinators periodically to handle any technical queries related to the application
- XVII. LIMS IT Coordinator is also expected to assist and carry out any other roles and responsibilities as & when required by Higher Authorities based on MD,NHM instructions

Output

Timely accomplishment of task and responsibilities, regular reporting, provide situational analysis, achieve key deliverables and provide support to strengthen and implement key elements of the Programme assigned.

Qualifications and experience

- MCA / B.Tech / B.E (Biomedical Engineering) / MSc (Biomedical Engineering), MSc (MLT) with One year experience in the field of Medical Laboratory services will be preferred.
- Previous work experience at the National/State/Districts level or in any Government Organisations will be an advantage..
- Demonstrated experience in planning and strategy development with policy and / or demonstrated experience in operationalizing health programme at field level / working in strengthening district level health systems.
- Published work in the area of health systems or public health is preferable.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point; any other computerized statistical/analytical package is highly desirable.
- Good oral presentation and writing skills.
- Demonstrated managerial skills and be able to lead a team.

Travel and subsistence:

The IT Coordinator (EDSS) should be ready to travel extensively to District/Block/village levels. All travels must be authorized in advance by Mission Director, NHM-TN. The LIMS IT Coordinator shall be reimbursed for travel as per NHM-TN Norms.

Reporting Requirements:

The LIMS IT Coordinator will submit monthly/applicable updated report to the State Programme Manager, NHM TN.

Workstation:

The workstation of LIMS IT Coordinator is at National Health Mission- Tamil Nadu, State Programme Management Unit, Chennai, Tamil Nadu..

Mode of Recruitment:

The LIMS IT Coordinator shall be engaged through Contract mode for a period of 11 months. The LIMS IT Coordinator first term (11 months) will be on probation. Subject to satisfactory performance, the LIMS IT Coordinator will be continued for the subsequent terms.

Termination:

The contract can be terminated by either party giving a notice of one month in writing.

Remuneration:

The LIMS IT Coordinator will be paid a consolidated monthly salary as per NHM-TN norms Rs.21,000/- only. The LIMS IT Coordinator shall not be entitled to any other benefits, payments, subsidy, compensation or pension. The LIMS IT Coordinator shall not be exempt from taxation and shall not be entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received.

*Fee offered within the band will be commensurate qualification and experience.

Age Limit: Not above 40 years of age (as on last date of receiving of applications).

Candidates selected in this interview could be considered for other vacant positions at NHM-TN requiring similar skill sets and at appropriate level.

To Apply: Candidates are requested to click on the Google Form link below and fill in all the details by 01.02.2024. Applications submitted in other formats will not be accepted.

<http://bit.ly/3OaBE5B>

Please ensure to mention post applied for on the application form, without which the application form will not be accepted.
