

# **Research – cum Documentation Officer**

## **Roles & Responsibilities**

- The objective of this position is to collect, develop, manage and analyse data on various aspects of the state health system to support the activities of SHSRC and department of Health & Family Welfare.
- Collecting data from manual records/reports/registers, computerised information systems and third party data sets. Preparing new data formats for collection of primary data when other sources are inadequate.
- Frequent field travel to collect data/ oversee data collection is part of the role.
- Maintaining and operating large volumes of data in MS-Excel, MS-Access. Promptly extracting summarised information from the datasets to support the information needs of officers and consultants.
- Conducting statistical data analysis to support operational research and policy studies, using statistical software.
- Responsible for building and operating information repository of the state health system.
- Any other responsibility entrusted by Executive Director and consultants.

## **Candidate profile**

- Graduate in statistics/ Engineering/ any discipline with computer skills; specialized diploma/ certification in analytics/ bio-statistics and data management are preferred.
- Minimum 3 years hands on experience in data management and analysis, preferably in an analytics/KPO company/ research.
- Age below 45 years

## **Essential Skills/Traits/ Competencies**

- Knowledge of advanced MS-Excel and MS-Access, comfortable in handling large data sets.
- Good communication and interpersonal skills, grooming and office etiquette.

## **Remuneration**

Consolidated remuneration of Rs. 25,000/- per month.

This is a contractual post with an initial appointment for 1 year. Later renewal subject to performance

**Application procedure:** Eligible candidates may please apply by email to: [edkarshsrc@gmail.com](mailto:edkarshsrc@gmail.com) or by post to The Executive Director, Karnataka State Health System Resource Centre, SIHFW campus, Magadi road, Bangalore – 560 023. Please mention the post applied for in the Subject line. Last date for applications is 10-10-2011.