National Health Mission–TamilNadu

Terms of Reference for HR MIS Coordinator

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

National Health Mission–Tamil Nadu is seeking applications from eligible candidates for position of HRMIS Coordinator in Human Resource Wing for 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.

Qualifications:

- Graduate with MBA in Human Resource.
- Minimum 3 years of work experience in HR management.
- Knowledge of HR MIS.
- Knowledge of Microsoft Word, Excel and PowerPoint.

Job Description:

- Routine activities like attendance recording and payroll calculations
- To develop and maximize the functionality of the HR software system
- To maintain the integrity and accuracy of HR data
- Set up and provide management information reports from HR systems including the interpretation of data in a timely manner
- Responsible for developing and producing people data reports
- Provide an efficient and courteous first point of contact service for districts.
- Support HR team in a range of HR activities including training
- Work alongside, help and support HR team as part of flexible HR team, including: preparation contracts of employment; preparation and processing of payroll information and other HR administrative tasks

- Partnering with the IT team to coordinate ongoing HR system improvements, upgrades, implementations, documentation and system testing
- Adhoc HR project work.

Remuneration:

- Rs.40,000/-and commensurate with qualification/experience with provision for annual increment.

Period of contract:

- 11Months-extendable based on annual performance evaluation.

Workstation:

- The work station of the HRMIS Coordinator in Human Resource Wing at National Health Mission-Tamil Nadu, State Programme Management Unit, Chennai, Tamil Nadu.

Termination:

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

Age Limit:

Not above 35years of age (as on last date of receiving of applications).

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

Click the link to apply: https://bit.ly/3KWWSjK

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