

Community Health Department, St. Stephen's Hospital, Tis Hazari, Delhi

Requirement of Project Staff for Sunder Nagri, Delhi

S. No.	Post & Key Role	No. of Vacancy	Essential Qualification	Desired Qualification	Salary per month (₹)
1	Medical Officer Gender: Any Experience: Any Key Role: OPD & Clinic duties, help in other programme activities and Reporting	1	M.B.B.S. Permanent Registration with Delhi Medical Council	Work experience in community healthcare facility Fluent in Hindi Proficient in co-ordination and teamwork Proficient in data analysis and report writing Proficient in OPD in Primary Healthcare setting	1,25,000
2	Programme Manager Gender: Any Experience: Experienced Key Role: Overall execution of all programme activities, monitoring and reporting	1	MPH /MSW / BSW	Work experience in managing community health projects Fluent in Hindi & English Proficient in co-ordination and monitoring Proficient in data analysis and report writing	80,000

3	Software Engineer and Database Manager Gender: Any Experience: Experienced Key Role: Database management and reporting	1	MCA / BCA/ B.Tech. / Other applicable degree or diploma	Work experience in healthcare database management and software operations Fluent in Hindi & English Excellent in database management, software operations, data analysis and reporting, Software development, My SQL etc. Public health data interpretations	62,000
4	Accounts Assistant Gender: Any Experience: Experienced Key Role: Handling bills and invoices	1	B. COM / Other applicable degree or diploma	Experience in accounts software (Tally etc.) and process in healthcare facility Proficient in Hindi & English Financial data keeping and reporting	40,000
5	Medical Lab Technician Gender: Any Experience: Any Key Role: Lab tests and reporting	1	Diploma in Medical Lab Technology	Work experience in community healthcare facility Basic data entry and record keeping Computer skills- Excel, Word	35,000
6	Auxiliary Nurse Midwife (ANM) Gender: Female	1	B.Sc. Nursing / GNM / Other applicable degree or diploma	Work experience in community healthcare facility Fluent in Hindi & English	35,000

	Experience: Experienced Key Role: Home visits, Supervision of CHWs at Nand Nagri, Reporting			Proficient in co-ordination and monitoring Proficient in data analysis and report writing	
7	Multipurpose Worker and Data Entry Gender: Any Experience: Any Key Role: Data Entry and help in project activities	1	Graduation / 12 th School Certificate	Experience in Data Entry with accuracy Proficient in local language Proficient in record keeping and reporting Proficient in co-ordination and teamwork	32,000
8	Community Health Worker (CHW) Gender: Female (preferred) / Male Experience: Any Key Role: Home visits and all programme activities in the field and clinics	10	12 ^h / 10 th School Certificate / Other applicable qualification	Work experience in community healthcare facility and field works Fluent in local language Basic data entry and record keeping Proficient in co-ordination and teamwork Resident of Sunder Nagri and adjacent areas	25,000
10	Helper / Housekeeping Staff Gender: Any Experience: Any Key Role: Help in OPD and the field as per need	1	-	Work experience in community healthcare facility / NGO Fluent in local language Co-ordination and teamwork	22,000