

JOB DESCRIPTION
IT Support cum Data Manager
State Health Agency
Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (PM-JAY)
Jammu & Kashmir

1. ORGANIZATION BACKGROUND:

Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (PM-JAY), India's flagship health assurance scheme, providing health cover of Rs. 5 lakhs per family, per year, for secondary and tertiary care hospitalization, to over 10.74 crore poor and vulnerable families, or approximately 50 crore beneficiaries. The scheme covers up to three days of pre-hospitalization and fifteen days of post-hospitalization expenses including diagnostics and medicines.

The State Health Agency (SHA) has also started an initiative 'Gaon Gaon Ayushman' to reach out to even last mile villages which remain cut from the rest of the world due to adverse weather conditions so as to percolate the benefits of the scheme down to every beneficiary.

This scheme aims to undertake path-breaking interventions to holistically address the healthcare system (covering prevention, promotion and ambulatory care) at the primary, secondary and tertiary levels. SHAs have full operational autonomy to implement PM-JAY in their state. For more information about PM-JAY, please visit <https://pmjay.gov.in/about/pmjay>

2. POSITION (S) VACANT: One (1)

3. DUTY STATIONS: State Head Quarter- Srinagar

4. JOB DESCRIPTION/ RESPONSIBILITIES:

Reporting to the Chief Executive Officer, IT Support cum Data Manager shall be responsible for successful implementation of the scheme in the state.

Key Roles and Responsibilities:

1. Helping hospitals and implementing agencies (insurer/ISA) with use of the information system.

2. Ensuring uptime of hardware and software, availability of data, integrity & Security of data.
3. Understand the software functional requirements for the smooth functioning of the scheme.
4. Overall supervising and managing IT tasks for implementation of the scheme.
5. Maintaining high standards of Quality of process documentation and implementation.
6. Participate in the meetings convened with senior officers of the state.
7. Oversees troubleshooting, systems backups, archiving, and disaster recovery and provides expert support when necessary.
8. Work with the teams across functions and other stakeholders to ensure smooth flow of data to Dashboard on a periodic basis.
9. Ensuring data security and implementation of access protocols for data as defined by senior management.
10. Ensures the IT updates are communicated to all the relevant stakeholders and appropriate training is provided to ensure ease of usage.

5. QUALIFICATION, SKILLS, AND EXPERIENCE:

Qualification:

MCA/MSc IT/B Tech in Computer Science from a recognized College/University.

Experience:

Essential:

Minimum of 5-8 years post qualification relevant experience.

Desirable Experience:

Out of 5-8 Years of Essential Experience at least 3-5 years of experience in implementing State/Centrally Sponsored Group Health Insurance Schemes in the Govt. Set up.

Required Skills:

1. Strong analytical skills.
2. Excellent interpersonal and communication skills.
3. Excellent command of the English language.
4. Experience of working in the IT department of an organization.

7. AGE LIMIT: Maximum age limit 40 years

8. COMPENSATION OFFERED: Maximum honorarium for the position is Rs. 70,000/- per month.

9. CONTRACT TYPE AND PERIOD: The appointment will be purely on a contractual basis for a period of the one-year, renewable subject to Government of Jammu & Kashmir approval and satisfactory performance.

10. REFERENCE: SHA-ITSDM-2022

11. CONTACT INFORMATION:

HR Officer

SPC Management Services P Ltd.

Phone Nos.: +91-7006155898

Website: www.spc.co.in

12. LAST DATE FOR APPLICATIONS: Online Application will be live from May 13, 2022

Eligible candidates interested in this position are requested to apply online at www.spc.co.in by or before May 20, 2022 at 11:59:59 PM. Candidates must fill and submit the Online Application Form in the given link. Applications submitted from any other mode shall not be considered.