

Terms of Reference – Project Officer

Position overview: Under the international grant for Surveillance and Response to Avian and Pandemic Influenza by National Health Authorities from CDC, USA, main purpose of the Influenza Project Officer will be carrying out active surveillance in IGMH and entry and management of data.

Salary: 7000/- per month

Risk allowance: 100 per working day

Over time: Minimum 48 hr

Type and Duration of Employment: 1 Year Fulltime (can be extended to 2 years depending on work progress)

Number of Vacancies: 01 staff

Place of work: Health Protection Agency/ Indira Gandhi Memorial Hospital (IGMH)

Reporting: Principle Investigator, Health Protection Agency and Laboratory Technician, IGMH

Responsibilities:

1. Collect and collate data on total number of patients who meet the ILI case definition from OPDs and also count the total number of OPD cases seen every day or on a weekly basis.
2. Collect and collate data on total number of patients who meet the SARI case definition from wards and ICUs.
3. Ensure sample collection of ILI patients from OPD
4. Ensure sample collection of all SARI patients from wards and ICUs.
5. Report all ILI and SARI cases to PHL (IGMH laboratory) on weekly basis by email or by fax if internet facility is not available.
6. Disseminate the reports and feedbacks received from Public Health laboratory to the relevant health personnel (Clinicians, laboratory, nurses etc.).
7. Provide feedbacks from sentinel sites to Surveillance Unit and Public Health laboratory
8. Assist in organizing training workshops and other activities under the project.

Required Qualifications:

- Higher Diploma in primary health care, with a C pass in O/level mathematics
- Computer skills in MS Excel are a must and MS Access will be an advantage.