

National Health Mission – Tamil Nadu
State Health Systems Resource Centre - SHSRC
Terms of Reference for Recruitment of Intern

Name of the Organization	State Health Systems Resource Centre at the O/o the National Health Mission – Tamil Nadu
Name of the Position	Intern
Number of Positions	Twelve (12)
Reporting Officer	Advisor, SHSRC

National Health Mission – Tamil Nadu is seeking applications from eligible candidates for Twelve positions of Intern for its State Health Systems Resource Centre at Chennai, Tamil Nadu.

Background

The State Health Systems Resource Centre (SHSRC) has been established under the National Health Mission – Tamil Nadu as a technical resource unit to support the Department of Health and Family Welfare, Government of Tamil Nadu, in strengthening public health systems and improving programme implementation.

SHSRC provides technical assistance in areas such as health systems strengthening, programme planning, research, monitoring and evaluation, digital health, policy analysis and knowledge management. The centre works closely with various directorates of the Health and Family Welfare Department, district health authorities and programme divisions under the National Health Mission.

In line with Tamil Nadu's strong public health tradition and commitment to capacity building, SHSRC proposes to offer structured Internship opportunities to postgraduate students and recent graduates in public health and related disciplines. The internship programme will provide practical exposure to the functioning of public health programmes in Tamil Nadu and offer opportunities to contribute to analytical, research and programme support activities undertaken by SHSRC.

Objective

The internship programme aims to:

- Provide practical exposure to the functioning of public health systems and programmes in Tamil Nadu, including initiatives implemented under the National Health Mission.

- Enable interns to gain hands-on experience in health systems analysis, programme monitoring, data analysis, research and documentation.
- Support SHSRC divisions in technical and analytical work through supervised assignments.

Key Responsibilities

- Assisting in programme planning, implementation and review activities related to public health programmes and health systems.
- Conducting background research, literature reviews and supporting evidence generation for policy and programme decisions.
- Supporting data compilation, cleaning, basic analysis and preparation of dashboards, trackers and data visualisations.
- Assisting in monitoring and evaluation activities, including programme reviews and performance assessments.
- Supporting operational research activities and documentation of best practices, case studies and field learnings.
- Assisting in preparation of technical notes, reports, presentations, briefs and other knowledge products.
- Supporting knowledge management activities, including content development and maintenance of repositories.
- Assisting in organising meetings, workshops, trainings and review sessions and supporting coordination with internal teams and stakeholders.
- Maintaining records, documentation and databases related to assigned work.
- Participating in review meetings, mentoring sessions and capacity-building activities as part of the internship programme.
- Submitting a completion report and/or making a presentation summarising the work undertaken and learning outcomes at the end of the internship period.

Expected Outputs

- Timely completion of assigned tasks and deliverables.
- Quality background notes, datasets, presentations or documentation.
- Demonstrated learning outcomes and skill development.
- Final internship report / presentation at the end of the internship period

Qualifications and Experience

Educational Qualification

- Candidates who have completed or are pursuing:
 - MPH / MHA / MSW
 - Postgraduate degree or diploma in Public Health, Health Management, Public Policy, Social Sciences, Epidemiology, or related disciplines
- Candidates from recognised institutions only.

Work Experience

- Fresh graduates or ongoing postgraduate students studying MPH or any relevant qualifications are eligible.

Desirable Skills

- Basic knowledge of Public Health or health systems.
- Proficiency in MS Office.
- Willingness to learn data analysis, documentation and programme support.
- Good communication skills in English; Tamil desirable.

Age Limit

- As per prevailing Government norms.

Remuneration

- Consolidated monthly remuneration: Rs. 10,000 – 15,000.
- No additional allowances or benefits.
- Travel allowances for Field visits will be reimbursed as per actual expenditure.