

**No: IIPHS/2021/Ads/1/54/52**

**Date: 29th February 2024**

**Position: Qualitative Researcher**

**Location: Shillong, Meghalaya**

**Number of Posts: 1 (One)**

**Duration of Position: One year (renewable based on performance)**

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### About IIPHS:

The Indian Institute of Public Health Shillong (IIPH-Shillong) is a northeast regional institute of public health. It was established in 2015 by the PHFI in collaboration with the Government of Meghalaya to redress the limited institutional and systems capacity in public health in the North East Region of India. IIPH-Shillong is an autonomous educational & research institute of the IIPH Shillong Society, registered under the Meghalaya Society registration Act of 1983.

### Project Brief:

The Indian Institute of Public Health, Shillong is implementing a project entitled “India Primary Health Care Support Initiative” in collaboration with Johns Hopkins University.

### Roles and Responsibilities:

1. Lead the qualitative data analysis of primary data using computer assisted qualitative analysis software or manually.
2. Guide the Field Research Assistants during the data collection phase.
3. Follow-up and coordinate on the progress of data collection in the field
4. Conduct debriefing meetings with the field team to ensure quality of data collected and to adapt the interview guide if necessary
5. Provide inputs to understand the local context relevant to the project through existing literature
6. Prepare interview guides for qualitative studies
7. Co-ordinate with local government personnel, health workers and village leaders for the purpose of research
8. Provide assistance and conduct trainings for research team members when required.
9. Any other project or institution related activities as may be assigned from time to time
10. You will be required to work as per the requirement of the project/location of work
11. Maintain reports and update the PI and other team members of the progress of the team.

### Qualification:

Minimum Qualification: Masters in Public Health/Social Work/Development Studies/ Psychology and allied disciplines

### Desirable

1. Knowledge of conducting qualitative research
2. Good written and oral communication skills.
3. Candidates will be short listed for the interviews
4. Experience : 3 to 5 years of experience in community and research projects

## How to Apply:

1. Interested candidates may upload the required data in the Google form [link](#)
2. **Last date for receipt of application: 8<sup>th</sup> March 2024**

## CV Format:

1. **Full Name, address, and contact details (including email and phone number).**
2. Educational qualifications – Diploma/degree/s, year, and institute qualified from.
3. Language skills (spoken, written skills), Software skills.
4. Work experience (position/job title, organization, duration) if none please state NIL.
5. Research experience and Publications (if any).
6. Referees (two persons who you have worked or trained under).
7. Any other relevant information.

## General Instructions:

1. The Institute reserves the right to withdraw any advertised post at any time without giving any reason.
2. Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number; a Screening Committee shall short-list the most suitable candidates to be called for the interview.
3. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
4. Only shortlisted candidates will be called for interview. Shortlisted candidates, called for interview, will bear the expenses on travel and stay.
5. The Institution reserves the right to reject any application without assigning any reason whatsoever.
6. The Institute reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal shall be entertained.
7. Any corrigendum/changes/updates shall be available only on Institute's website: [www.iiphs.ac.in](http://www.iiphs.ac.in).
8. The candidates are required to bring with them copies of all relevant testimonial documents self-attested along with the original certificates at the time of interview.
9. Applications that are incomplete and/or unsigned will be summarily rejected.
10. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
11. Applications received after the prescribed date will not be entertained.
12. Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.
13. Minimum Educational Qualifications; applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement.
14. Candidates must be in sound bodily health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as Institute may require.
15. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise.

Sd/-

Registrar

Indian Institute of Public Health Shillong

Lawmali, Shillong - 793001

**Indian Institute of Public Health Shillong**  
**Lawmali, Pasteur Hill, Shillong, Meghalaya, India - 793001**  
Tel: 0364 2592014, M: +91 9863951034, 07629994518 <https://iiphsrrh.in/>