

No: IPHS/2021/Ads/1/54/ 85-C

Date: 07th April 2026

**Position:** Data and Security Administrator

**No of Post:** 1

**Location:** Shillong, Meghalaya

**Duration of Position:** 1 year (extendable)

### About IPHS:

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 Title and Brief:

***“Health system strengthening and community engagement to establish a model for Community-based Management of Acute Malnutrition (CMAM) in Meghalaya”***

The Government of Meghalaya has invested heavily in infrastructure and staffing, with the state having nearly 6000 Anganwadi centers and over 10,000 Anganwadi workers and helpers. This project, funded by the Sachin Tendulkar Foundation, intends to create a model for CMAM that ensures maximal and effective utilisation of these resources, appropriate access to Nutrition Rehabilitation Centres (NRCs), and meaningful community engagement in child nutrition care pathways.

The proposed Meghalaya CMAM Model is a ten-pronged, multi-sectoral, collaborative approach adapted from evidence-based interventions and the NITI Aayog compendium of state-level practices. The model will be piloted in selected blocks across three districts with substantial prevalence of moderate and severe wasting, allowing the state to test, iterate, and refine a blueprint for community-based management of MAM and uncomplicated SAM.

Effectiveness will be measured through a cluster-randomized study assessing reduction in malnutrition, improvement in time to recovery, implementation effectiveness, fidelity, community satisfaction, and frontline worker capability enhancement.

### Requirements:

#### **Essential:**

1. Postgraduate degree (M.Sc./M.Tech/MCA) in Computer Science, Information Technology, Computer Engineering, Data Science, Cybersecurity, Information Systems, or a closely related discipline from a recognized university/institute.
2. At least 1 year of relevant experience in data management, analysis, or IT administration.

## **Desirable:**

1. Experience with health-related projects.
2. Proficiency in REDCap for data capture and management.
3. Strong skills in data mining, data analysis using Python, R, SQL, Tableau, or Excel.
4. Experience with AWS services (e.g., S3, EC2, RDS) for cloud data storage and computing.
5. Knowledge of database systems (SQL, NoSQL) and health informatics standards (e.g., HL7, FHIR).
6. Expertise in network administration, firewalls, access control, and cybersecurity protocols.
7. Familiarity with data privacy regulations, Indian data protection laws, and security compliance.
8. Ability to work independently and collaborate with multidisciplinary teams.
9. Strong communication and problem-solving skills.
10. Fluency in English; knowledge of local language (Khasi/Jaintia/Garo) is an asset.

## **Roles and Responsibilities:**

- a) Maintain and manage institutional data repositories on AWS and REDCap, ensuring data integrity, routine backups, access controls, and adherence to security standards.
- b) Provide data analysis support, including mining, cleaning, transforming, and interpreting large health-related datasets to generate insights for project teams.
- c) Administer institutional systems and networks, including monitoring, troubleshooting, and implementing cybersecurity measures to safeguard sensitive health information.
- d) Collaborate with project teams on the development and implementation of data management protocols, including database design, data entry workflows, and data quality assurance processes.
- e) Support integration of digital health tools (e.g., EHRs, mobile health applications) with existing systems.
- f) Conduct regular system audits, vulnerability checks, and updates to ensure adherence to data privacy and health informatics standards.
- g) Manage network configurations, firewalls, access controls, and system security incident response.
- h) Handle data migration, ETL processes, and real-time data monitoring pipelines as needed.
- i) Maintain detailed documentation, including logs of data activity, system changes, protocols, and security incident reports.
- j) Provide regular updates to supervisors, contribute to project reports with data summaries and visualizations, and assist in manuscript or presentation development when required.
- k) Assist in training project staff on data systems, tools, and digital health best practices.
- l) Perform any other project- or institution-related work assigned by the Principal Investigator or immediate supervisor.

## **How to Apply:**

1. Interested candidates may upload the required data in the Google form [link](#)
2. **Last date for receipt of application – 19<sup>th</sup> April 2025**

## **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.

**Indian Institute of Public Health Shillong**  
**Lawmali, Pasteur Hill, Shillong, Meghalaya, India - 793001**  
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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 Institutes 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