

No: IIPHS/2021/Ads/1/54/76

Date: 19<sup>th</sup> February 2025

**Position:** Field Investigator

**Job Location:** East Khasi hills, Ri Bhoj, and West Garo Hills district

**Number of posts:** 6 (A team of 2 for each district)

**Duration of Position:** 5 months (extendable as per the requirements of the project)

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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 Title and Brief:

**“NIHR Global Health Research Unit on Health Financing for UHC in Challenging Times: Leaving No-one Behind”**

This project is funded by the National Institute of Health and Care Research (NIHR) and conducted by the Institute of Economic Growth (IEG) in collaboration with the Indian Institute of Public Health Shillong (IIPHS). This survey will seek to understand the treatment seeking behaviour of the population vis-à-vis choice of providers, perceived quality of providers, and cover the provider’s aspect of treatment provision.

In the context of India’s rollout of Universal Health Coverage, the results of the survey would provide important inputs into policymaking for the Government of Meghalaya.

### Qualifications and Experience:

#### Essential

- Graduate in any discipline from a recognized university/institute.
- Written and oral fluency in local language (Khasi/Garo) and English.
- Proven experience in conducting surveys/interviews, FGDs, field research and data collection in health projects, specifically in contact with the doctors and other health professionals.
- Excellent communication skills, both written and verbal.
- 2 years proven experience in conducting surveys/interviews, FGDs, field research and data collection.

#### Desirable

- Bachelor’s/master’s degree in public health, Social work, or allied health discipline.
- Proficiency in using electronic data collection tools and software platforms.

- Ability to work independently in field settings, demonstrating resilience, adaptability, and problem-solving skills.
- Should be able to communicate field challenges and other issues clearly.
- Experience of conducting surveys/interviews in **health projects**.

### **Roles and Responsibilities:**

- a) Conduct field surveys and interviews in the sampled healthcare facilities and communities following established research protocols and methodologies.
- b) Assist in the development and translation of interview schedules into the local language.
- c) Travel to field sites to collect and record data appropriate to the project's specific objectives.
- d) Coordinate survey logistics, including scheduling, mapping out survey locations, and managing transportation arrangements.
- e) Monitor and troubleshoot survey implementation issues, promptly addressing any challenges or deviations from the research protocol.
- f) Review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected.
- g) Provide regular progress updates and participate in team meetings to discuss survey outcomes, challenges, and potential modifications to the research approach.
- h) Performs miscellaneous job-related duties as assigned.

### **How to Apply:**

1. Interested candidates may upload the required data in the Google form [link](#)
2. **Last date for receipt of application: 25<sup>th</sup> February 2025**

### **CV Format:**

1. **Full Name, addresses, 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

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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

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