

No: IIPHS/2021/Ads/1/54/81

Date: 22nd September 2025

Position: Project Coordinator

No of Post: 1

Location: Shillong, Meghalaya

Duration of Position: 1 year (extendable)

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:

“The interplay of the Diets, Food Choices and Food Environment: A research study among indigenous people of Meghalaya, north eastern India.”

Qualifications:

Essential:

- MPH/MSW with at least 1 year experience

Desirable:

- Experience in working with food and nutrition projects.
- Khasi Speaking
- Qualitative skills

Roles and Responsibilities:

- Oversee and coordinate field activities in designated areas, ensuring adherence to established research protocols and methodologies.
- Plan and execute logistical aspects of field operations, including coordinating schedules, mapping out survey locations, and managing transportation arrangements for the field team.
- Conduct regular visits to field sites to supervise and support the collection and recording of project-specific data, maintaining a high standard of accuracy and consistency.
- Proactively identify and address any challenges or deviations from the research protocol during field activities, ensuring swift resolution of implementation issues.
- Collect, review and validate data collected by the field team to ensure completeness and accuracy; engage with subjects as needed to resolve discrepancies or obtain additional information.
- Liaise with local government personnel at District and State level, health workers, and village/community leaders to ensure quality and timely completion of work.
- Provide timely progress updates, contributing actively to team meetings to discuss field outcomes, challenges, and potential modifications to the research approach.
- Take initiative in troubleshooting and problem-solving, addressing any unforeseen issues that may arise during fieldwork promptly.
- Perform any other project or institution-related activities as may be assigned by the PI/Co-PI from time to time.

How to Apply:

1. Interested candidates may upload the required data in the Google form [link](#)
2. **Last time/date for receipt of application: 12:00 PM, 26th September 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.
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.
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/-

Dr. Tiameraen Jamir

Registrar

Indian Institute of Public Health Shillong

Lawmali, Shillong - 793001

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