

**No: IPHS/2021/Ads/1/54/70**

**Date: 08<sup>th</sup> Jan 2025**

**Position: Academics Coordinator**

**Location: Shillong, Meghalaya**

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

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

### **About IIPHS:**

The Indian Institute of Public Health Shillong (IIPHS) is a northeast regional institute of public health. It was established in 2015 by the Public Health Foundation of India 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. IIPHS mandates include research interdisciplinary education and advocacy.

### **Roles and Responsibilities:**

1. Assist in all activities related to student admission and placement.
2. Develop and implement demand-generation strategies to attract a diverse pool of applicants.
3. Maintain and update the student admission and placement databases.
4. Liaise between the institute and external stakeholders related to academics and placement.
5. Address student queries and complaints.
6. Assist Academic Coordinator/Dean with the day-to-day running of the academic activities of the institute.
7. Any other work-related tasks assigned by the Academic Coordinator/Dean.

### **Qualifications:**

Essential:

- Bachelor's degree from any stream with a minimum of two years of proven experience in an administrative role or office management in academic institutions or similar organizations.
- Master's degree from an accredited institution in Education, Counseling, Public Administration, HR, Business, or related fields is preferred.

### **Desirable:**

1. Familiarity with academic processes, student services, and placement activities in higher education institutions.
2. Strong communication, interpersonal, and problem-solving skills.
3. Proficiency in using office productivity tools (e.g., Microsoft Office, Google Workspace) and database management systems.
4. Experience in organizing events, seminars, or workshops in an academic or corporate environment.
5. Knowledge of public health systems, policies, or practices in India, especially in the North-East region, will be an added advantage.
6. Ability to handle multiple tasks efficiently, prioritize work, and meet deadlines.
7. Experience in coordinating with external stakeholders such as industries, government organizations, or NGOs for academic and placement purposes.
8. Prior experience in student counseling or mentoring roles is an asset.
9. Understanding of compliance requirements for academic institutions (e.g., UGC guidelines, accreditation processes).
10. Strong writing and reporting skills for documentation and correspondence.

### **How to apply:**

Interested and eligible candidates may apply through this [link](#)

**Last Date of Receipt of Applications: 14<sup>th</sup> Jan 2025**

Your CV should provide the following in a Word/PDF document, preferably in the following order:

1. Full name, address and contact details (including email and phone)
2. Educational qualifications – Diploma/degree/s, year and institute qualified from
3. Details of publications, presentations in conferences/seminars, and research grants held if none please state NIL.
4. Language skills (spoken, written skills), Software skills
5. Work experience (position/job title, organization, duration) if none please state NIL
6. Reference (two persons whom 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. 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 the 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.
3. Mere eligibility will not entitle any candidate for being called for an interview. Only the short-listed candidates will be called for the interview. Shortlisted candidates, called for interview, will bear the expenses of travel and stay.
4. The Institution reserves the right to reject any application without assigning any reason whatsoever.
5. 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.
6. Any corrigendum/changes/updates shall be available only on the Institutes website: **www.iiphs.ac.in**
7. The candidate must upload the data in the Google form link provided the original certificates would be required at the time of the interview only.
8. Incomplete applications will be summarily rejected.
9. 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.
10. Applications received after the prescribed date will not be entertained.
11. Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.
12. The candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. No enquiry asking for advice as to eligibility will be entertained.
13. The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.
14. Candidates must be in sound physical and mental health. They must, if selected be prepared to undergo a 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. Tiameren Jamir

Registrar

Indian Institute of Public Health Shillong

Lawmali, Shillong-793001

