

No: IIPHS/2021/Ads/1/54/42

Date: 31<sup>st</sup> July 2023

**Position:** Programme & Research Officer

**Location:** Shillong, Meghalaya

**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 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. In Aug 2020 IIPHS became an autonomous institution of the IIPHS Society registered under the Meghalaya Societies Registration Act 1983. The mandate of IIPHS includes research, education, and advocacy.

### Roles and responsibilities:

- Candidates may be deputed to the National Health Mission, Government of Meghalaya
- Monitoring, evaluation, analysis, and training activities
- Advocacy with relevant stakeholders
- Development of training materials and related activities
- Maintain log of activities and prepare reports
- Any other tasks as instructed by the concerned authority as and when required by the institute

### Eligibility criteria:

**Qualification:** MPH degree /an equivalent degree from a recognized university. Candidates who have completed the MPH coursework and awaiting conferment of the degree are eligible to apply.

### Desirable:

- Excellent communication, analytical, and writing skills.
- Candidates from the North East Region are encouraged to apply

### How to apply:

Interested candidates may appear for a walk-in interview on 7th August 2023 at IIPHS, Lawmali, Shillong between 2-4 pm. with a copy of your CV. Please inform the admin team if you are appearing for the interview in advance by calling/ WhatsApp on Tel: 9863951034.

Your CV should have the below information, preferably in the following order:

- Full name, address, and contact details (including email and phone)
- Educational qualifications – Diploma/degree/s, year and institute qualified from
- Details of publications, presentations in conferences/seminars, and research grants held, if none please state NIL.
- Language skills (spoken, written skills), Software skills
- Work experience (position/job title, organization, duration) if none please state NIL
- Reference (two persons with whom you have worked or trained, please provide contact details)
- Any other relevant information

### General Instructions:

- The Institute reserves the right to withdraw any advertised post at any time without giving any reason.
- Shortlisted candidates may be considered for other positions that become available at IIPH Shillong
- The Institution reserves the right to reject any application without assigning any reason whatsoever.
- 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.
- Any corrigendum/changes/updates shall be available only on the Institutes website: [www.iiphs.ac.in](http://www.iiphs.ac.in)
- 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.
- Canvassing in any form and or/bringing in any influence political or otherwise is discouraged and may risk disqualification

8. The candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post.
9. Candidates must be of sound physical and mental health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the Institute may require.
10. 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