

No: IIPHS/2021/Ads/1/54/95

Date: 4th May 2026

Position: Field Volunteer

Location: Shillong

Number of Posts: 1 (One)

Duration of Position: 1 month (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 PHFI in collaboration with the Government of Meghalaya to redress the limited institutional and systems capacity in public health in the Northeast Region of India. In August 2020, IIPHS became an autonomous institution of the IIPHS Society registered under the Meghalaya Societies Registration Act 1983. The mission of IIPHS is to advance equitable health and well-being by fostering a culture of excellence in education, research, and praxis.

Project Brief:

The Regional Resource Hub for Health Technology Assessment in India (RRH-HTAIn) at IIPH Shillong in collaboration with the Department of Health Research (DHR), Government of India is undertaking HTA analysis on behalf of MoHFW. The purpose of HTAIn is to support informed policy-making through economic evaluation, cost-effectiveness analysis, and related HTA studies.

Roles and responsibilities:

- Travel to field sites to collect and record data appropriate to the project's specific objectives.
- Coordinate survey logistics, including scheduling, mapping out survey locations, and managing transportation arrangements.
- Review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected.
- Provide regular progress updates to the Project Coordinator/Supervisor and participate in team meetings to discuss study outcomes, challenges, and potential modifications to the research approach.
- Performs miscellaneous job-related duties as assigned.
- Perform any other duties as assigned by supervisor.

Essential Qualification

- Master's degree in public health (MPH) or a related discipline (MSW, Health Management, Hospital Administration, Community Health, Nursing, or Allied Health Sciences)
- Or Bachelor's degree with experience in field data collection and conducting interviews

Desirable

- Prior experience working in health facilities
- Basic computer skills (Excel/Google Sheets)
- Working knowledge of data collection CAPI apps (KOBO, ODK etc)
- Fluency in local language (Khasi or Garo) and basic English

Experience

Essential:

- One year experience in field data collection
- One year experience in conducting interviews with stakeholders

Desirable:

- Experience working in health facilities or health systems research
- Experience handling structured data collection tools and templates

How to apply:

Interested candidates may upload the required information in the Google form [link](#).

Last date to apply -6th May, 2025

Your CV should provide the following in a 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 with whom you have worked or trained under, please provide contact details)
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 may 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 if any.
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. Original certificates would be required at the time of interview or appointment.
8. Incomplete applications risk being rejected.
9. Applications received after the prescribed date will not be entertained.
10. Canvassing in any form and or/bringing in any influence, political or otherwise, is discouraged and may risk disqualification
11. The candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post.
12. 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 may be required.
13. 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