

No:IIPHS/2021/Ads/1/54/03

10th Feb', 2022

Position: Project Coordinator

Location: Shillong, Meghalaya

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

Project Brief:

The Indian Institute of Public Health, Shillong is establishing the Zoonotic and Vector-Borne Diseases (ZVBD) in Northeast India: a Trans-Disciplinary Research and Training Centre in funded by the Wellcome Trust/DBT and India Alliance

Deliverables:

1. Provide inputs to understand the local context relevant to the project.
2. Co-ordinate with local government personnel, health workers and village leaders
3. Maintain detailed log of field work and provide weekly reports to the Principal Investigator or immediate supervisor
4. Assist the team in providing deliverables for funding agency.
5. Liaison with relevant Government officers at District and State level to ensure smooth conduct of the studies
6. Liaison with health workers, village/community leaders to ensure quality and timely completion of work
7. Prepare work plan and schedule for research project.
8. Monitor project progress on regular basis and report the same to management.
9. Identify delays and deviations and accordingly revise work plan to ensure timely completion.
10. Maintain documentations for research procedures and findings for management review.
11. Perform administrative support tasks as needed.
12. Provide assistance and conduct trainings for research team members when required.
13. Any other project or institution related activities as may be assigned from time to time
14. You will be required to work as per the requirement of the project/location of work

Qualification:

1. Minimum Qualification: Master's in Management, Social Sciences, Public Health, Public Health Nursing, Health Administration/Management and allied fields
2. Desirable Qualification: PhD in the disciplines mentioned

Desirable

1. Knowledge of project management
2. Good written and oral communication skills.
3. Knowledge of the local language (Khasi)
4. Candidates will be short listed for the interviews

Experience

Experience: 3 to 5 years of experience in community and research projects

Annual Salary (CTC) will commensurate with available skills and fitment of the incumbent as per the selection process.

Only shortlisted candidates will be contacted for the interview.

Interested and eligible candidates may send detailed CV at iiph.shillong.ner@gmail.com Please highlight the

Exact Position 'Project Coordinator 'in the subject.

Last Date of Receipt of Applications: Feb 25, 2022

Your CV should provide the following in a word 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. 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