

No: IIPHS/2021/Ads/1/54/44

Date: 11th August 2023

Position: Field Research Officer

No. of Position – 2 (Two)

Location: West Garo Hills

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.

Project Brief:

The Indian Primary Healthcare Initiative (IPSI) is an initiative of the John Hopkins University supported by the Bill and Melinda Gates Foundation (BMGF) in partnership with All India Institute of Medical Sciences, Delhi, and supported by the National Health System Resource Centre (NHSRC). The Initiative will enable a continuous cycle of 'demonstration' 'measurement' and 'recognition' around performance improvement efforts with a view to building political salience and unlocking of financial and human resources for high-quality Comprehensive Primary Health Care (CPHC) at West Garo Hills District of Meghalaya. The Government of Meghalaya has Identified West Garo Hills (WGH) as the district for demonstration under the IPSI initiative in Meghalaya and the Indian Institute of Public Health Shillong (IIPHS) as the local partner to facilitate project implementation.

Essential Qualification:

Graduate in any discipline from a recognized university/institute

Desirable:

Master's Degree in Public Health, Business Administration, and allied health discipline.

Excellent communication skills, both written and verbal, with the ability to convey complex scientific concepts to diverse audiences.

Work Experience:

Proven experience in conducting field research and data collection in health projects. Knowledge of the local language is required.

Roles and Responsibilities:

- a. Travel to field sites to collect and record data appropriate to the project's specific objectives.
- b. Assist in the development of interview schedules; contact potential subjects to introduce and explain study objectives and protocol, and arrange interviews, either in person or by telephone.
- c. Identify and compile lists of potential research subjects in accordance with project objectives and parameters, as appropriate to the individual position.
- d. Conduct and record face-to-face and/or telephone interviews with subjects per predetermined interview protocol, data collection procedures, and documentation standards.
- e. Review and edit data to ensure completeness and accuracy of information; follow-up with subjects to resolve problems or clarify data collected.
- f. Coordinate and facilitate in training and capacity-building activities
- g. Performs miscellaneous job-related duties as assigned.

How to apply:

Interested candidates may upload the required data in the Google form link provided on www.iiphs.ac.in

Last Date of Receipt of Applications: 18th August 2023

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 canceled. 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 an 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 Institute's 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 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 Institute may require.
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