No: IIPHS/2024/GEN/Vol2/197/84

Date: 7th October 2024

Position: Project Technical Support-III
No. of Position – 2 (Two)
Location: West Garo Hills
Duration of position: 1 (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:
Vector-borne diseases (VBDs) such as malaria, dengue, chikungunya, leishmaniasis, typhus, and lymphatic filariasis impact nearly half of the global population. These diseases represent over 17% of all infectious diseases and are responsible for more than 700,000 deaths annually, with significant disability-adjusted life years (DALYs) lost, ranging from 82,000 to 46 million each year depending on the disease. VBDs disproportionately affect underprivileged populations and can be viewed as an eco-bio-social phenomenon, involving ecological factors like climate, biological factors such as the vector and transmission dynamics, and social factors including the human host's knowledge, attitudes, practices, poverty, demographics, and health systems. Hence the goal of the project is to empower the existing health system as well as the community for the prevention or control of vector borne disease through the implementation of evidence based digital Community Engagement and Risk Communication strategies.

Job Description:
Project Technical Support-III personnel will assist the Project Scientist with the community interventions and community engagement in their respective field site. They will also perform the data cleaning, analyse the qualitative and quantitative data and liaise with the Project Technical Support II for data collection.

Essential Qualification:
Master's Degree in Public Health (MPH), Master's of Social Work (MSW), Master's in Digital Communication Management, Mass Communication Programme or a related discipline.

Work Experience:
- At least 1 year of experience in field-based research, community engagement, or data management.

Skills:

- Proficiency in data cleaning and analysis, with experience using relevant software (e.g., SPSS, NVivo, Excel).
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team in challenging field conditions.
- Fluency in English and working knowledge of local language (Garo) is an advantage.

Work Conditions:

- The position involves fieldwork in rural and urban settings, which may require extended periods away from the main office.
- Flexibility in working hours is expected to accommodate the needs of the community and project timeline.

Key Responsibilities:

1. **Community Engagement & Interventions:**

   o Assist the Project Scientist in planning and implementing community-based interventions.
   o Engage with local communities to foster participation and collaboration in the project.
   o Build and maintain relationships with community stakeholders to ensure the smooth execution of project activities.

2. **Data Management & Analysis:**

   o Perform data cleaning to ensure the accuracy and completeness of data collected.
   o Analyze qualitative and quantitative data collected from the field.
   o Provide support in the interpretation of data and the preparation of reports.

3. **Coordination:**

   o Liaise with relevant stakeholders to facilitate effective and efficient data collection.
   o Coordinate with other project team members to ensure that project objectives are met in a timely manner.
   o Provide regular updates and feedback to the Project Scientist regarding field activities and data-related tasks.

4. **Documentation & Reporting:**

   o Maintain accurate records of all field activities, data management processes, and community interactions.
   o Assist in drafting reports and documentation as required by the Project Scientist.

5. **Other Duties:**

   o Participate in team meetings and contribute to the continuous improvement of project strategies.
   o Undertake any other tasks as assigned by the PI and CoPIs to support the activities of the institute

How to apply:

Interested candidates may upload the required data in the Google form link
Last Date of Receipt of Applications: 11th October 2024

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 to be 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.
14. Candidates may be considered for other projects in the institute for which they have not applied to.

Sd/-
Registrar
Indian Institute of Public Health Shillong
Lawmali, Shillong-793001