

No: IIPHS/2021/Ads/1/54/31

Date: 26<sup>th</sup> April 2023

**Position:** Project Assistant (Public Health)

**Location:** Shillong, Meghalaya

**Number of Posts:** 1 (One)

**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 IIPHS is implementing the project entitled 'Effectiveness of Self-Help Groups for Breast and tobacco-related cancer prevention in Meghalaya: A Quasi-Experimental Study funded by the Indian Council of Medical Research (ICMR). The project aims to develop and test the efficacy of a cancer-prevention intervention based on the Health Belief Model in the community using a bottom-up approach. The work will include regular interaction with local government officials, women from self-help groups (SHGs), and other local stakeholders and community members.

### Roles and Responsibilities:

1. Provide scientific inputs to understand the local context relevant to the project.
2. Co-ordinate with the local government personnel, health workers and village leaders for the purpose of research
3. Maintain detailed log of field work and provide weekly reports to the Principal Investigator or immediate supervisor
4. Maintain documentation for research procedures and findings for management review.
5. Provide assistance and conduct trainings for research team members when required.
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7. Prepare work plan and schedule for research project.
8. Monitor project progress on regular basis, prepare progress report and submit the same to management.
9. Identify delays and deviations and accordingly revise work plan to ensure timely completion.
10. Maintain documentation for research procedures and findings for management review.
11. Perform administrative support tasks as needed.

12. Provide assistance and conduct training for research team members/ community members/SHGs 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:**

Masters in Public Health, Public Health Nursing, Health Administration/Management and allied fields

#### **Desirable**

1. Knowledge of conducting research
2. Good written and oral communication skills.
3. Knowledge of the local language (Khasi)
4. 3 to 5 years of experience in community and research project
5. Experience of working in clinical trials or behavioral trials

### **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 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.
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 provided the original certificates would be required at the time of the interview only.
8. Incomplete applications will be summarily rejected.
9. 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.
10. Applications received after the prescribed date will not be entertained.
11. Canvassing in any form and or/bringing in any influence political or otherwise will be

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treated as a disqualification for the post.

12. The candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. No enquiry asking for advice as to eligibility will be entertained.

13. The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.

14. Candidates must be in sound physical and mental health. They must, if selected be prepared to undergo a such medical examination and satisfy such medical authority as Institute may require.

15. 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.

#### **How to apply:**

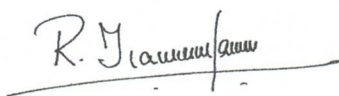
Interested candidates may upload the required data in the Google form link provided in [www.iiphs.ac.in](http://www.iiphs.ac.in)

#### **Last Date of Receipt of Applications: 10<sup>th</sup> May 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

Regards



Registrar

Indian Institute of Public Health Shillong

Lawmali, Shillong-793001

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