

No: IIPHS/2021/Ads/1/54/47

Date: 26th October 2023

Position: Project Manager

No. of Position – 1 (One)

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.

Job Description:

The Project Manager will oversee administrative tasks, communicate with stakeholders and ensure resource availability for the project team at the district. He will be the link between IPSI, IIPHS, and the district administration and stakeholders at West Garo Hills and also liaison with the State Health officials at Shillong.

Essential Qualification:

Master's Degree in Public Health, Health Administration, Healthcare Management, Project Management, Health Science, Business Administration, or a related discipline

Work Experience:

At least 5 years of experience in project management, particularly in health-related projects, is desirable. This may include managing health programs, healthcare projects, or public health initiatives. Knowledge of the local language will be preferred.

Roles and Responsibilities:

- a. Monitoring project progress and creating project status reports
- b. Assisting with resource scheduling so that team members have the resources they need to complete their tasks.
- c. Scheduling stakeholder meetings and facilitating communication between the project team and stakeholders throughout the project life cycle.
- d. Facilitate training and capacity-building activities at the district.
- e. Managing project documents such as the project plan, budget etc
- f. Executing a variety of project management administrative tasks such as billing and bookkeeping.
- g. Support team members when implementing risk management strategies.

How to apply:

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

Last Date of Receipt of Applications: 10th November 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 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.

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