

Public Health Foundation of India

Vacancy Notice: Project Officer/ Associate

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| Position Code | : | IIPHD_PA/PO/1004 |
| Position Title | : | Project Officer/ Associate |
| Location | : | Gurugram, Haryana |
| Duration of Position | : | One year or co-terminus with the project (whichever is earlier) |

Brief on the Organization:

The Public Health Foundation of India (PHFI) is working towards building a healthier India. It is helping to address the limited institutional and systems capacity in India by strengthening education and training, advancing research and technology and facilitating policy and practice in the area of Public Health. PHFI is headquartered in New Delhi with national presence through its constituent units of regional Indian Institutes of Public Health (IIPs) and Centers of Applied Research in core public health themes. The Foundation, established in 2006 as a public private initiative, is governed by an independent board comprising of senior government officials, eminent Indian and International academic and leaders, civil society representatives and corporate leaders. For more information, please visit the website www.phfi.org.

Project Brief:

Design and adoption of alternate models for responding to the critical shortage of medical specialists in select states- The project would attempt to design and facilitate the adoption of alternate model(s) for responding to the critical shortage of medical specialists in select states. Medical specialists are scarce in India, and the numbers are disproportionately lower in the public sector, at the Community Health Centre (CHC) level and above. Even district hospitals in several states have an acute shortage of medical specialists. Increasing the conventional supply side of medical specialists is expensive and slow in demonstrating results. It is acknowledged that there is an immense latent potential in utilizing District Hospitals (DHs) as a site for training medical specialists, which can lead to acquisition of a formal higher education qualification as a specialist. The District Health Model of the National Board of Examinations (NBE) and the College of Physicians and Surgeons (CPS) model are two alternative models that can be adopted in select states. This project requires working closely with the Government of India State Governments, the NBE and the CPS, and other stakeholders to: accelerate policy decisions to support specialist strengthening in the public sector; leverage DHs for specialist training; and with states with traditionally poor health indicators especially in vulnerable groups and geographies. The field site for this position will be in Shillong.

Deliverables:

- Provide programmatic and administrative support to the PI and Project Director of the project and along with other members of project team in setting up meetings and discussions with various stakeholders at national and state level.
- Facilitate Project Team and Supervisors for handling the day-to-day implementation of all project activities: technical and administrative.
- Assist supervisor in administrative functions and ensure timelines across the project period.
- Facilitate in keeping track and ensure timely meetings.

Public Health Foundation of India

Vacancy Notice: Project Officer/ Associate

- Assist Project Director and project team in development of draft reports and other documentation as needed.
- Facilitate in documenting all activities related to this project, including capacity building, research and training, advocacy.
- Facilitate in documenting the meeting as per the guidance and supervision of PI.
- Assist Project Director/PI in development of progress reports, documentation and updates on a quarterly basis (or more frequently if required).
- Facilitate Project PI in developing write-ups as and when required for various activities including workshops, conferences, reports, media communication, etc.
- Travel as and when required.
- Any other tasks as directed by Project PI and Supervisors.
- The field site for this position will be Shillong.

Qualification:

Desirable

- Master's degree in Public Health, Management, AYUSH and Social Sciences or related degree.

Experience:

Desirable

- Around 2-3 Years of experience in public health or project management
- Experience of working with senior officials at state government/s, academic partners of national repute, collaborators and/or funders etc.
- Experience of assisting in related projects.
- Experience in coordinating training/teaching-related activities as part of a larger teaching/research organization in public health education.

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

Interested and eligible candidates may send their updated CV to careers@iiphd.org (CV file- pdf or word, should be named in the format name_surname) and fill the application form- <https://forms.office.com/r/NgclXpRWRF> Please mention the exact Position Code (IIPHD_PA/PO/1004) in the email subject line.

Only shortlisted candidates will be contacted for the interview.

Last Date of Receipt of Applications: 17 May, 2022

Remarks:

- *Candidates should have an excellent academic record, good communication skills, a commitment to high quality graduate / post-graduate education.*
- *Mere eligibility will not entitle any candidate for being called for interview.*

Public Health Foundation of India

Vacancy Notice: Project Officer/ Associate

- *Persons employed in Government/Semi-Government Organization or Educational Institutions in India must apply through proper channel.*
- *PHFI reserves the right to fill or not to fill any or all available positions.*
- *The requirements of minimum qualification and/or experience may be relaxed in the case of candidates with outstanding credentials.*
- *No correspondence will be entertained from candidates regarding any delays, conduct & result of interview and reasons for not being called for interview.*

“PHFI reserves the sole right to alter/modify/cancel the entire selection process or the position or the vacancy or to disqualify any candidature at any stage of the selection process”.

Women are encouraged to apply!