

**VACANCY NOTICE**

**THIS POST IS PURELY ON THE CONTRACT BASIS.**

**PROJECT TITLE:**

Applications are invited for the position of **Project Coordinator** in the project titled “**Effectiveness of an mHealth Interactive Education and Social Support Intervention for Improving Postnatal Health.**”

<b>POST</b>	<b>Project Coordinator</b>
<b>NUMBER OF POST</b>	<b>01</b>
<b>DURATION</b>	<b>1 year (extendable)</b>
<b>Salary Range</b>	<b>Rs 1,00,000 to 1,10,000/- per month</b>
<b>QUALIFICATION</b>	MPH with 5 Years Experience Or Ph.D. in Social Sciences (Public Health) Candidates with experience (4 years or more) working in digital health will be preferred ❖ <b>Thesis submitted are eligible to apply.</b>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Overall management and implementation of the project</li><li>• Coordinating and Supervising the project activities to ensure that the objectives are met in a timely and cost-effective manner.</li><li>• Supervision and Capacity Building of Team Members</li><li>• Organize and coordinate project activities, meetings and workshops.</li><li>• Support and participate in the training of team members.</li><li>• Ensure project activities are implemented, and milestones are achieved according to schedule.</li><li>• Effective and accurate report project status and relevant project information to Principal Investigators</li><li>• Undertake administrative duties, develop, and maintain project schedules, assign tasks to team members, compile summaries and report writing</li></ul>
<b>Job Summary:</b>	The Project Coordinator will be key in organizing and monitoring all project activities (field, office). He/she will work closely with the PI and co-PIs, train, monitor, and supervise all study staff to ensure the successful implementation of the project according to schedule. The position will require networking with relevant officials within the institution, the state government, funding agencies, and local communities. The project coordinator will facilitate the attainment of various approvals, contribute to the development of study protocols, and lead the development of data collection forms. He/she will assist with the procurement of study supplies and facilitate regular research team meetings. The project coordinator will prepare regular progress updates and contribute to preparing minutes, research reports, and manuscripts.
<b>Desirable:</b>	<ul style="list-style-type: none"><li>• Preference will be given to candidates with previous experience managing international research projects,</li></ul>

	<p>especially those related to maternal/child health.</p> <ul style="list-style-type: none"> <li>• Willingness to be based in the field during field activity.</li> <li>• Excellent leadership and communication skills</li> <li>• Candidates must be flexible to take international calls at odd times.</li> <li>• Candidates must be capable of writing reports and research papers.</li> <li>• Candidate must be flexible to do job for long hours.</li> </ul>
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**HOW TO APPLY:**

Interested candidates should email their CV's (detailed) along with total experience to [mhealthro1pgi@gmail.com](mailto:mhealthro1pgi@gmail.com) having subject titled "Application for the post of **Project Coordinator** by **18<sup>th</sup> January 2025 by 5 pm.**

**TERMS AND CONDITIONS:**

- This position is temporary only. Employment will terminate immediately upon completion/termination of the project, and neither IIT Delhi nor the Principal Investigator nor the funding agency is obligated to offer permanent employment.
- Only interview candidates will be contacted or notified. Date, time, and location of the interview will be communicated via email exclusively.
- Under no circumstances will applications received after the vacancy notification deadline be considered.
- There will be no TA/DA given attending the interview.
- This will be a full time Job employment.

**Working Place**

The work location will be in Punjab Distt – SAS Nagar, with the possibility of remote work depending on project requirements.