



ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL

Saket Nagar, Bhopal-462020 (India)

Website: www.aiimsbhopal.edu.

Recruitment advertisement for the post of Programme Coordinator, CoE

No. AIIMS/BPL/PEDIA/2018/.....

Date: 6th Sep 2018

Regional Centre of Excellence for Nutrition Rehabilitation Resource and Training (RCoENRRT) has been established at Dept. of Pediatrics, AIIMS Bhopal with the support from National Health Mission (NHM), GoMP and UNICEF. The centre has been set up to provide high level technical support to state government for advanced medical care to non-responders/critical cases of children with SAM and to enhance the knowledge base on SAM management by spearheading evidence generation, research, education and training initiatives.

Applications are invited from eligible candidates for the post of Programme Coordinator for RCoENRRT unit at Dept. of Pediatrics, AIIMS Bhopal.

PURPOSE OF THE POST:

Programme Coordinator (CPE) shall report to the Nodal Person In charge RCoENRRT, Dept. of Pediatrics, AIIMS Bhopal and shall be responsible for providing support in capacity building, monitoring and knowledge management under the CoE for strengthening the Facility and Community-based management of SAM in Madhya Pradesh. Technical oversight and funding for the position shall be provided by a respected, International Development Agency that works across the globe, to promote children's survival, protection and development.

MAJOR DUTIES AND RESPONSIBILITIES:

- Provide techno-managerial support for conducting phase wise training programs for Medical officers and Feeding Demonstrators of all NRCs personnel on SoPs for the management of non-responders/critical cases of children with SAM.
- Provide techno-managerial support to the Severe Acute Malnutrition Treatment Unit (SMTU) based at various Govt. Medical Colleges of the state.
- Provide support in inter-departmental coordination between DWCD and DH&FW/ NHM and Medical Colleges for convergent activities under the CoE
- Provide techno-managerial support to various operational researches/ pilot studies conducted under RCoENRRT, Dept. of Pediatrics, AIIMS Bhopal
- Rapid assessment support to NRCs in Madhya Pradesh on a sample basis, through the already developed NRC assessment checklist
- Accreditation of NRCs in Madhya Pradesh in coordination with NHM
- Provide support in documentation of best practices followed at SMTUs, NRCs and community and develop resource materials, as required from time to time;

The essential qualification, experience, consolidated salary and service tenure are as under.

5. Qualifications/ specialized knowledge/ experience required:

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| Essential qualification | <ul style="list-style-type: none"> • Applicants must have post graduate degree in Public Health/ Public Health Nutrition/MD/ MHA/ MPH with health experience; • MBBS with relevant experience may also apply. |
| Experience | <ul style="list-style-type: none"> • Minimum 1 years of professional work experience in the field of micronutrient, maternal health, child development, emergency nutrition and nutrition programmes; • Experience of working with the Government shall be an asset; • Knowledge/ familiarity with national flagship programmes such as NHM, ICDS and others |
| Skills and Competencies | <ul style="list-style-type: none"> • Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and • effective working relationships with governmental, non-governmental and civil society organizations; • Fluency in English is required. Knowledge of local language (Hindi) shall be an asset; • Good analytical, negotiation and communication (oral and written) skills; • Ability to use computer software i.e. MS Office, MS Excel, PowerPoint and Internet programmes. • Knowledge and understanding of statistical tools like SPSS, STATA, Atlas TI etc. |
| Professional Fees | <p>Rs. 70,000/- per month.</p> <p>(Note: Subsistence, Mobility and Contingency support shall be separately provided, to address field travel and related costs incurred by the Programme Coordinator).</p> |
| Estimated travel | Minimum 7 days travel in a month |
| Location | Centre of Excellence for Nutrition Rehabilitation, Resource and Training, Dept. of Pediatrics, AIIMS Bhopal. |
| Duration | <p>The project duration is from October 1, 2018 to September 30, 2019.</p> <p>The successful candidate shall be issued an initial contract till December 31, 2018, which will be extended based on performance, funds availability from the funding agency and continuing requirement for the position.</p> |

How to apply?

- Qualified candidates are requested to e-mail their CV along with a cover letter to jobs.rcoenrrt@gmail.com
- Write the Post Name in Subject column of email for which you applying. Hard copy/ paper applications will not be entertained.
- Last date of receipt of application: 30th September 2018
- Candidates will be shortlisted based on the CV and cover letter and only shortlisted candidate will be called for Written and interview.
- Date, Time and Venue of Written and interview would be intimated on the AIIMS, Bhopal website.
- Shortlisted candidate should bring self-attested photocopies, eligibility qualification mark-sheets, degrees, experience certificate, qualifying degree registration with statutory council (if applicable) and other relevant testimonials at the time of interview
- Applications incomplete in any aspect will be summarily rejected.
- The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- All information / updates pertaining to this advertisement including date of interview or written examination, result, joining etc will be displayed on the AIIMS Bhopal website which is www.aiimsbhopal.edu.in
- No individual intimation may be sent by the AIIMS Bhopal to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website
- No TA/DA will be paid for attending interview
- Candidate has to join within one week of declaration of result.
- Any attempt to unduly influence the selection process will lead to automatic dis-qualification of the applicant

Terms and Conditions

- **It is candidates' responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. Any misinformation detected at any stage will make the candidate liable for legal action. Permission to appear in the selection process does not approve the eligibility of the candidate. Even after qualifying the selection process the candidate may be rendered disqualified at the time of document verification if he / she does not fulfil essential eligibility criteria.**

- **Tenure:** The assignments are purely on contract basis for the period specified above. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in AIIMS Bhopal or UNICEF or for continued contractual appointment. Candidates have no right to claim permanent employment based on this job.
- **Expiry of Contract:** The contract will automatically expire on completion of period specified above until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
- **Accommodation:** No hostel or any other accommodation will be provided by the Institute
- **Leave rule:** Candidate will be entitled to have 30 days leave in a year on pro-rata basis. Leave encashment and carryover of leave for another tenure will be not be admissible.
- The candidate who is already in government service shall submit 'No Objection Certificate" from the present employer at the time of interview.
- Canvassing of any kind will lead to disqualification.
- Private practice of any type is prohibited.
- He / She is expected to conform to the rules of conduct and discipline as applicable to the institute employees
- The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
- The candidate should not have been convicted by any Court of Law.
- In case any information given or declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to his appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.