

DEPARTMENT OF COMMUNITY MEDICINE & SCHOOL OF PUBLIC HEALTH, PGIMER, CHANDIGARH

Vacancy Notice

Applications are invited for the post of **Program Officer (Coordination & Documentation)** under the project entitled “**Advancing tobacco control at national and sub-national level in India through Capacity building, MPOWER implementation, and support to National Tobacco Control Programme (NTCP)**” supported by International Union Against Tuberculosis and Lung Disease (The UNION).

Location: PGIMER, Chandigarh

Project Objective:

The objective of the current project is to strengthen policy and institutional framework of National Tobacco Control Program in two states of India namely Odisha, Telangana, Meghalaya and Puducherry through Capacity building, MPOWER implementation and monitoring, enactment of FCTC Article 5.3 policy and provide support to National Tobacco Control Programme (NTCP); effective implementation of tobacco control policies under tobacco control legislation named Cigarette and Other Tobacco Products Act (COTPA).

Job Responsibilities and Duties:

Technical:

- Attending meetings and preparing their **minutes**
- Development of **reports** (monthly and quarterly of project, webinar, workshops)
- **Coordinate** with stakeholders for webinars/ workshops etc. and other meetings along with assist in their **smooth conduction**
- Liaison with experts for development of contents, preparation of assignments, uploading, undertake recordings, for various **online courses**
- Assist in updating of **e-Resource Centre for Tobacco Control (E-RCTC)**
- Provide **weekly progress** update to the Project Coordinator/ PI in a designated format.
- Develop **research proposals and manuscripts** out of the project
- Undertake any other tasks and responsibilities assigned by the Principal Investigator.

Knowledge and Skills:

- Proficient in liaisoning and coordination with diverse stakeholders.
- Research expertise in framing research proposals along with manuscript writing skills.
- Good communication skills, both written and verbal.
- Capable of carrying out review of literature and writing reports.

- Interpersonal and management skills with ability to work in a deadline- driven environment.
- Possess team working capability and leadership qualities.
- Good command over MS Office/ Internet including basic IT skills.
- Financial and administrative skills

Education qualifications and skill requirements/Desired experience:

- PhD or
- MPH/MSW with minimum 1 years of relevant work experience.

Remuneration:

INR. 27000 - 35000/- CTC with an additional reimbursement towards mobile allowance and travel/stay (in-case of out station travel).

Job Duration: 5 Month (may be extended if the project is extended further).

How to apply:

Interested candidates should submit your CV at sphpc.tobacco@gmail.com. Last date for submitting applications is **31st July 2023** Please note that only short-listed candidates will be contacted for interview. Written test may also be there subject to the number of applications.



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