

No. Hemat/20/1969
Dt: 15-12-2020

Project: Study of Multiply-Fortified Salt Among Women of Reproductive Age in India

Applications are invited for filling the post of "Project Coordinator" for the research project "Study of Multiply-Fortified Salt Among Women of Reproductive Age in India".

Post: Project Coordinator

No. of Posts: 01

Duration: 01 year (will be extendable)

Qualification and Experience:

- MD in Community Medicine;
- A minimum of 3 years of community-based experience;
- Previous experience managing research projects is required;
- Willingness to be based in the field during field activity;
- Excellent leadership and communication skills.

Job Summary: The project coordinator will play a key role in organizing and monitoring all project activities (field, office, and laboratory). He/she will work closely with local and foreign investigators, and 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, and local communities. The project coordinator will facilitate the attainment of various approvals, will contribute to the development of study protocols, and will lead the development of data collection forms. He/she will assist with the procurement of study supplies, and will facilitate regular research team meetings. The project coordinator will prepare regular progress updates and will contribute to the preparations research reports/manuscripts.

Key Responsibilities:

- Overall management and implementation of project;
- Coordination and supervision of project activities to ensure that the objectives are met timely and cost effective manner;
- Supervision and capacity building of team members;
- Organize and coordinate project activities, meetings and workshops;
- Support and participate in training of team members;
- Ensure project activities are implemented and milestones are achieved according to schedule;
- Effective and accurate report project status and relevant project information to Principal Investigators.
- Undertake administrative duties, develop and maintain project schedules, assign tasks to team members, compile summaries and report writing.


Emoluments (per month): Commensurate with qualification and experience

Venue of Interview: Only shortlisted candidates will be informed about venue and schedule of interview

How to apply: Interested candidates should submit their CV's (detailed) along with total experience on email- saltfortificationpgi@gmail.com by 07.01.2021 at 11:59 pm mentioning "Application for the post of Project Coordinator" in subject line.

Terms and Conditions:

1. The post is purely temporary. Employment will automatically terminate upon completion/termination of project and there is no liability for permanent employment on PGIMER Chandigarh or Principal Investigator or funding agency.
2. Only shortlisted candidates will be call for interview. The date, time and the venue of the interview will be informed to the candidate by E-mail/SMS.
3. Any application received after the expiry of vacancy notice will not be entertained.
No TA/DA will be provided


15/12/2020
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CC: 1. Department of Hematology, PGIMER, Chandigarh

2. PGIMER, website In-charge for display of this advertisement on institute website.
3. Regional Employment Exchange