

**Vacancy for the post of Project Manager for the project "Certification and Training programme for the Arogyamitras/ Ayushmanmitras in Cancer Hospitals" at TISS-Mumbai Campus.**

**Name of the Post:** Project Manager

**Number of Post:** 1 ( Only for Mumbai based Candidates)

**Eligibility:**

**Education and Experience:** A Master's degree in Social Work/ Social Sciences with at least 3 years of experience of working in a project that includes coordination, organising, networking with key stakeholders. The candidate should possess strong written and oral communication skills in English and Hindi, proficiency in use of computers including designing modules and training inputs, assessment/ evaluation tools, sound research and data analysis skills, report writing, making presentations and handling webinars using online platform.

**Salary:** INR 40,000 per month

**Project Leaders:** Prof. Bipin Jojo, Dr.Saigita Chitturu & Dr.Lata Das

**Type of Contract:** Temporary / Project staff

**Tenure of the Project:** 1 years

**Location:** Mumbai (Only local/Mumbai candidates can apply).

**Candidates who have applied earlier need not apply again.**

**About the project:**

Ayushman Bharat – Pradhan Mantri Jan Arogya Yojana (AB PM-JAY) launched in 2018 by the Govt. of India, has enhanced access to quality inpatient healthcare for the poor and vulnerable 40% of population of the country. To streamline the health service delivery and provide a seamless experience to the beneficiary, an Ayushman Mitra (AM) is intended to be placed at each Empanelled Health Care Provider (EHCP). A training programme to up-scale the skills, knowledge and attitude – of the Arogyamitras (AM's) working particularly in Ayushman Bharat Empanelled Cancer Hospitals has been designed and developed by TISS. The training will basically help AMs understand the basics of the Oncology, its epidemiology, psychosocial issues of patient, their family, aspects of cancer management, care & support involved. This project is a partnership between TISS, NHA and Pfizer, India.

**Job Profile**

- Managing day to day work of the project

- Managing online platform including uploading curriculum, course material, assignments etc
- Providing back-end support for login, access and other technical issues faced by users
- Designing training modules and evaluation and monitoring tools
- Generating relevant reports and sharing with the project team
- Training the users to use the online platform
- Coordinating and liasoning between TISS, NHA, Pfizer and other bodies of the project
- Conducting baseline, midterm and end evaluation of the project
- Collecting quantitative and qualitive data, analysing and writing reports
- Coordinating with the participants, keeping track of their attendance, assignment submissions, exams etc.
- Travelling, paying visits to the cancer hospitals, monitoring the project in and out of Mumbai
- Reviewing the status of the programme regularly and sharing feedback about the same with the project team
- Managing academic, administrative, and financial processes for implementation of the project
- Any other tasks assigned by the project leader/s

Interested candidates may send their Resumes/CVs along with their letter of interest explaining in not more than 350 words on the following question: What drives your interest in working for this project?

Kindly apply with the subject line – ‘Application for the position of Programme Manager’ and send it to [tiss-nha-pfizer@tiss.edu](mailto:tiss-nha-pfizer@tiss.edu), [mansis@tiss.edu](mailto:mansis@tiss.edu)

Last date of receiving application: 30<sup>th</sup> May, 2024

Shortlisted candidates will be called for an interview through phone and email.

The selected candidates will be expected to **join immediately**.