

State Program Officer – Telangana & Puducherry

Position: State Program Officer – Telangana & Puducherry

Organisation/Institute: Postgraduate Institute of Medical Education and Research (PGIMER)

Location: Hyderabad

Apply by: 15th May 2019

Job email ID: sphpc.tobacco@gmail.com

Organisation/Institute: The Postgraduate Institute of Medical Education and Research (PGIMER) is based in Chandigarh (city beautiful in North India) and was established in 1962 by then Prime Minister of India, Pt. Jawaharlal Nehru. It was declared as an “Institute of National Importance” by an Act of Parliament of India on 1st April 1967 and is currently an autonomous body functioning directly under the Ministry of Health and Family Welfare, Government of India. PGIMER has almost all specialties and super specialties departments. The Department of Community Medicine was instituted in 1977 with the purpose of developing effective models health service delivery for rural communities and for providing community health orientation to public health professionals. To address emerging challenges in public health education and research, the Department of Community Medicine was upgraded to School of Public Health (SPH) in the Tenth Five Year Plan of India (2002-06).

Project Objective:

The Objective of the project is to strengthen policy and institutional framework of National Tobacco Control Program in four 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:

- To prepare State level implementation plan for of Tobacco control in coordination with project partners with clear measurable outcomes and achievable targets.
- To coordinate with State and District level departments, project partners and other agencies for successfully implementing tobacco control program at the State/District level.
- Ensure proper implementation of plans as per program guidelines and directions issued by the Project Director from time to time.
- To conduct training and advocacy programs for various stakeholders and monitoring visit for ensuring compliance of COTPA, 2003 provisions.
- To ensure quarterly and monthly reporting of all the activities including utilization of resources undertaken
- To travel intensively as per the requirement of project.
- To identify opportunities for initiation of new projects in active collaboration with state departments.
- To identify research opportunities within the project and draft research papers.
- To deepen the projects relationships with the key national and international stakeholders.
- To undertake any other tasks and responsibilities assigned by the Project director.

Knowledge and Skills:

- Proficient in program implementation with the active involvement of various stakeholders.

- Proficient in participatory planning and developing yearly, quarterly plans with clear outcome indicators.
- Capability of carrying out training programs and workshops.
- Capable of monitoring and evaluating program activities and outcomes on periodic basis.
- Research expertise in applying quantitative and qualitative methodology to document the outcomes.
- Ability to share program thrust areas, progress and outcome at district level / state level meeting, seminars and workshops
- Ability and willingness to travel extensively.
- 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.
- Good communication skills, both written and verbal. Also command over local language is required.

Education qualifications and skill requirements/Desired experience:

- MPH/MSW with minimum 5 years of relevant work experience.
- Experience of leading a team in a similar assignment
- Demonstrated ability to coordinate between multiple key stakeholder departments and ensure state adherence to project targets and mandates
- Should have good oral and written communications skills and be proficient in basic computer applications like Word, Excel and Power Point.
- Have sound knowledge of data analysis and ability to make meaningful interpretation for effective supervision.
- Should be proficient in both English and local language (Telugu or Tamil), written and spoken.
- Willingness to travel if required and at short notices


Remuneration:

Remuneration for respective position is INR. 40,000/- to 45,000/- CTC based on previous experiences and last drawn salary (depends upon candidate's experience and capabilities). Note: Travel and mobile expenses are reimbursed on monthly basis.

How to apply:

Interested candidates must send their latest resume/CV and cover letter mentioning their motivation for the job and the specific skills and experience that makes them suitable for the job. Last date for submitting applications is **15th May 2019** and send it to the email- **sphpc.tobacco@gmail.com** indicating "Application for State Program Officer – Telangana & Puducherry" in the subject line or submit the CV at **Room No 108- Shalini , School of Public Health, PGIMER, Chandigarh**

Please note that only short-listed candidates will be contacted.


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