

ADVERTISEMENT FOR WALK IN INTERVIEW FOR VARIOUS POST ON CONTRACTUAL BASIS FOR ONE YEAR IN STATE CENTRE OF EXCELLENCE OF SEVERE ACUTE MALNUTRITION(SCOE-SAM), AIIMS, RAIPUR, CHHATTISGARH-492099.

Walk in Interview will be conducted for filling up of following posts in a State Centre of Excellence for Severe Acute Malnutrition (SCOE-SAM) under Department of Pediatrics, AIIMS, Raipur, Chhattisgarh, for a period of 12 months purely on contractual basis as per below mentioned details:

Date of Interview: - 28-12-2019, Time: - 09:00 AM

Place of Interview: - Department of Pediatrics, B-1, OPD Block, First Floor, New hospital building, AIIMS, Raipur, C.G.

Sr No	Post designation	No of vacancy	Nature of post *	Salary
1	Project coordinator	01 (one)-UR	Contractual	80,000 (Consolidated)
2	Data Entry operator cum Statistician	01 (one)-UR	Contractual	40,000 (Consolidated)

* Both the post are Under UNICEF grant as per MOU.

S.No.1: Project Coordinator

No. of Posts - 01 (UR)

Purpose of the post:

Project Coordinator shall report to the Nodal Person In charge of State Center of Excellence for Management of Severe Acute Malnutrition (SCoE-SAM) at, Dept. of Pediatrics, AIIMS, Raipur 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 Chhattisgarh state. 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:

- To look after overall coordination and functioning of state Center of excellence for management of SAM , AIIMS, Raipur
- Provide techno-managerial support for conducting phase wise training programs for Medical officers and Feeding Demonstrators of all NRCs personnel on SOP's 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 , Dept. of Pediatrics, AIIMS Raipur
- Rapid assessment support to NRCs in Chhattisgarh state on a sample basis, through the already developed NRC assessment checklist
- Accreditation of NRCs in Chhattisgarh state in coordination with NHM and UNICEF
- Provide support in documentation of best practices followed at SMTUs, NRCs and community and develop resource materials, as required from time to time;

- Facilitate inter-departmental coordination and convergence between DWCD, NHM, Education dept and other line departments and AIIMS Raipur including other development partners to improve implementation of Integrated Management of SAM in Chhattisgarh state.
- Facilitate data analysis and biannual review meetings at state level with key departments and CoE, AIIMS Raipur, to review the program indicators for CSAM with a focus on sharing bottlenecks identified in supply chain, record keeping, reporting and data validation and communication plan implementation.
- Coordinate monthly review meetings at to discuss the findings, gap assessments, data issues and scope for improvement.
- Provide support in documentation / developing progress reports and sharing of best practices/success stories in CSAM and AMB program at community and develop resource materials, as required from time to time.
- Compile and share all field visit trip reports with the Nodal Person for CSAM/AMB and government counterparts.
- Maintaining and sharing records of trainings held, participant's details, meeting minutes, financial records and other administrative support to the department for CSAM and AMB programs.
- Facilitate coordination with finance department/research cell/Director's cell of AIIMS for smooth and timely functioning.
- Facilitate travel and other arrangements for field visits to the intervention districts and keep records.

Essential qualification	Applicants must have post graduate degree/diploma in Pediatrics/ Community Medicine/ Master in Public Health
Experience	<ul style="list-style-type: none"> • Minimum 3 years of professional work experience in the field of public health, public health nutrition especially micronutrient supplementation, child nutrition, emergency nutrition, management of children with SAM, etc. • Prior experience of working with the Government shall be an asset; • Knowledge/ familiarity with Govt systems and national flagship programmes such as NHM, ICDS and others • Experience may be relaxed for candidate with MD in Pediatrics and Community Medicine / Preventive and Social Medicine by competent authority.
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; • Knowledge of local language (Hindi) is essential; Fluency in English is desirable • Good analytical, negotiation and communication (oral and written) skills; • Ability to use computer software i.e. MS Office, MS Excel, PowerPoint and Internet programmes.
Professional Fees	Rs 80,000 per month (Consolidated)

Estimated travel	3-5 days of field travel in a month and/or as required
Location	State Center of Excellence for Management of Severe Acute Malnutrition (SCoE-SAM) at AIIMS, Raipur

Sr. No. 2. Data Entry operator cum statistician (01 UR)

Job description

1- Maintenance of all data of children admitted under State Centre of excellence for SAM in digital and Hand written format at AIIMS, Raipur.

2- Make details data entry of children admitted in Pediatrics department for purpose of CoE-SAM

3- Data keeping and entry of all NRC or Malnutrition related statistics from state of Chhattisgarh

4- Data maintenance of all research projects related to CoE SAM

5- File keeping and data entry of meetings, administrative works , finances ,equipment's of Centre (CoE SAM)

6- Keeping file records of all activities of centre and preparations of letters or minute of meeting etc

7- Keeping track record of data related to CoE SAM and makes them available in simplified statistical processed format.

8- Analysis of data in scientific statistical format required for research or public health purpose.

Essential qualification	Master Degree in Statistics/Applied Statistics from a recognized university/ Master of Business Administration/B.tech in Computer Application.
Age	Below 35
Experience	Prior experience in data analysis for public health research Work experience in community based research in outreach 1 year preferably.
Skills and Competencies	Tally, writing in English & Hindi,
Professional Fees	Rs. 40,000 (consolidated)
Estimated travel	Different NRC of Chhattisgarh 04-05 times a month/ or as required
Location	State Center of Excellence for Management of Severe Acute Malnutrition (SCoE-SAM) in Department of Pediatrics, at AIIMS, Raipur.

General Information to the Candidate

- 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
- All information / updates pertaining to this advertisement including result, joining etc will be displayed on the AIIMS ,Raipur website which is www.aiimsraipur.edu.in
- No individual intimation may be sent by the AIIMS Raipur 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 Raipur 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

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Leave rule:

- ◆ Candidate will be entitled to have 15 days leave in a year on pro-rata basis. Leave encashment and carryover of leave for 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 willfully 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.