

# International Institute for Population Sciences

(Deemed University)

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A Walk-In -Interview has been arranged on 18<sup>th</sup> Jan 2018 at 11.30 a.m for one post of Senior Project Officer for the **National Family Health Survey- 5** project. The appointment will be purely on contract basis for the period of three months.

<b>Position</b>	<b>Senior Project Officer (Admin &amp; Finance) – One</b>
<b>Role &amp; Responsibility</b>	<ul style="list-style-type: none"><li>• Managing all Administrative and Financial matters of NFHS – 5.</li><li>• Preparation of RFPs for selection of survey agencies / other services.</li><li>• Technical &amp; financial evaluation of bids.</li><li>• Preparation of contract with field agencies.</li><li>• Release of Payments to field agencies as per payment plan.</li><li>• Monitoring overall Progress of survey as per timelines.</li><li>• Any other responsibility relating to the survey that may be assigned from time to time.</li></ul>
<b>Qualifications</b>	<b>Essential Qualification:</b> <ul style="list-style-type: none"><li>• MBA/M.Com or equivalent with 3 years' experience/B.Com with 5 years of experience</li><li>• Experience in developing and managing RFPs, contract documents.</li><li>• Excellent oral &amp; written communication skills in English.</li><li>• Experience in financial management.</li><li>• Tally ERP 9</li><li>• Retired person from Govt. with suitable qualification &amp; experience and private services may also apply.</li></ul>
<b>Salary</b>	<b>Rs. 60,000/- Per Month (Consolidated)</b>

The interested candidates may attend the Walk-In-Interview along with an application on plain paper, CV and other original documents in support of their qualifications and experience on **18<sup>th</sup> Jan, 2018 at 11.30 a.m** at NFHS Committee Room, Academic Building 1st Floor. No TA/DA will be paid for attending the interview.

Prof. S. K. Singh  
Project Coordinator  
NFHS-4

Prof. B. Paswan  
Project Coordinator  
NFHS-4