Project: Unintended Pregnancy and Abortion in India (UPAI)

I. Position: Project officer (Office) – 2 positions

Role & Responsibilities

- Assisting the team in the implementation of the tasks assigned.
- Supporting the preparation of reports and necessary documentation.
- Supporting in the arrangement of logistics for State visits / workshops.
- Coordinating with the Field Agencies for regular feedback and necessary mid-course corrections.
- Capacity to undertake extensive travel throughout the country and handle work under pressure.
- Any other responsibility relating to the survey that may be assigned from time to time.

Qualifications Essentials:

- M. Phil in Population Sciences /Social Sciences/Statistics/Mathematics or
- M.P.S. with 1 year experience or M.A./M.Sc. in population sciences from a recognized University with 2 years' experience in handling large-scale surveys in health/social sector/ Health Facility surveys
  OR
- Masters in Social Science with two years experience in handling large-scale surveys in health/social sector/ Health Facility surveys

Desirable:

- Experience in handling statistical and demographic software packages.
- Excellent oral and written communication skills in English

Salary Rs. 30,000/- (Consolidated)

- All posts are purely temporary fixed tenure project based positions. Temporary Appointment shall terminate with completion of the Project or the period of appointment, whichever is the earlier.
- The appointment may be for three months, which may be extended depending on the project requirements.
- Educational Qualification or working experience may be relaxed in deserving cases.
- Last date for application is 28 January 2015.
- Only shortlisted candidates will be called for interview
- The date of interview is 30 Jan 2015.
- No TA/DA will be paid for attending interview.

Kindly send your CV online at upaiindia2014@gmail.com or send by post at: UPAI – Project Office, Room no 28, 1st floor, Academic Building, IIPS, Mumbai- 400088. For any details contact Phone: 022-42372402 or write to upaiindia2014@gmail.com

Registrar
II.  Position: Project officer (Field)– 04 positions (for Assam, Bihar/MP, Gujarat and Tamil Nadu)

Role & Responsibilities

- Assisting the team in the implementation of the tasks assigned.
- Supporting the preparation of reports and necessary documentation.
- Supporting in the arrangement of logistics for State visits / workshops.
- Coordinating with the Field Agencies for regular feedback and necessary mid-course corrections.
- Capacity to undertake extensive travel throughout the country and handle work under pressure.
- Any other responsibility relating to the survey that may be assigned from time to time.

Qualifications Essentials:

- M. Phil in Population Sciences /Social Sciences/Statistics/Mathematics
  OR
- M.P.S. with 1 year experience or M.A. /M.Sc. in population sciences from a recognized University with 2 years’ experience in handling large-scale surveys in health/social sector/ Health Facility surveys
  OR
- Masters in Social Science with two years experience in handling large-scale surveys in health/social sector/ Health Facility surveys
  OR
- Doctorate of Medicine (MD)
  OR
- MBBS/BAMS/BUMS/BHMS with one year experience in community survey related work.

Desirable:

- Experience in handling statistical and demographic software packages.
- Preference will be given to candidates with Proficiency in regional languages of the above mentioned states.
- Excellent oral and written communication skills in English

Salary Rs. 30,000/- (Consolidated)

- All posts are purely temporary fixed tenure project based positions. Temporary Appointment shall terminate with completion of the Project or the period of appointment, whichever is the earlier.
- The appointment may be for four months, which may be extended depending on the project requirements.
- Educational Qualification or working experience may be relaxed in deserving cases.
- Last date for application is 28 January 2015
- Only shortlisted candidates will be called for interview.
- No TA/DA will be paid for attending interview.
- Telephonic/ skype/ video conference (mobile/ internet based) is allowed for interviewing the candidates from Assam.
- The date of interview is 30 Jan 2015.

Kindly send your CV online at upaiindia2014@gmail.com or send by post at: UPAI – Project Office, Room no 28, 1st floor, Academic Building, IIPS, Mumbai- 400088. For any details contact Phone: 022-42372402 or write to upaiindia2014@gmail.com

Registrar