

**International Institute for Population Sciences (IIPS), Mumbai.
(Deemed University)**

SWABHIMAAN Project

Notification for Walk-In-Interview

Applicants are invited for interview for contract basis job for” Project Officer (Research)” in above project.

Position	Data Manager (IT) - 1 Position
Roles & responsibilities	<ul style="list-style-type: none"> • Developing data CSPro based data entry and validation program • Data management including data aggregation • Pooled data analysis and sophisticated analysis • Coordination on data quality assurance with Data Analyst and Project Co-coordinator • Any other responsibility relating to the survey that may be assigned from time to time.
Qualifications	<p>Essentials : Masters in Computer Application/Statistics/Mathematics/IT/B.E./B.Tch.in IT or post graduate degree in these subjects with minimum 2years experience in developing software for social/health large scale surveys. Developing software programmes such as CSPro.</p> <p>Desirables: Experience of large scale survey data analysis including developing quantitative indicators. Experience of developing software programmes such as CSPro. Excellent oral and written communication skill in English. Experience in nutrition survey and research</p>
Salary	Rs. 60,000/- Per Month (Consolidated)
Position	Technical Writer (Consultant)- 3 Position
Roles & responsibilities	<ul style="list-style-type: none"> • Preparation of thematic report • Preparation of reports of the three states • Any other responsibility relating to the survey that may be assigned from time to time.
Qualifications	<p>Essentials : PhD degree (Awarded or submitted) in Population Sciences/Social Sciences/Statistics/Public Health/Nutrition/Mathematics or post graduate degree in these subjects with minimum 2years experience in the field of Health /Social Sector. Experience in analyzing socio-economic, demographic and health Surveys.</p> <p>Desirables: Substantial exposure in Publication and scientific writing Excellent oral and written communication skill in English. Experience in nutrition survey and research and good writing skills</p>
Salary	Rs. 60,000/- Per Month (Consolidated)

Position	Data Analyst- 3 Position
Roles & responsibilities	<ul style="list-style-type: none"> • Generating monitoring tabulation and providing feedback to states while data collection is ongoing • Handling large scale data with Statistical Software • Data tables, fact sheets • Coordination with Data Manager and Project Coordinator • Working with Data Entry Operators • Any other responsibility relating to the survey that may be assigned from time to time.
Qualifications	<p>Essentials : PhD degree (Awarded or submitted) in Population Sciences/Social Sciences/Statistics/Public Health/Nutrition/Mathematics or post graduate degree in these subjects with minimum 2 years experience in the field of Health /social Sector. Experience in analyzing socio-economic, demographic and health Surveys.</p> <p>Desirables: Experience of large scale survey data analysis including developing quantitative indicators. Experience of developing software programmes such as CSPro. Proficiency in handling statistical and demographic software packages. Excellent oral and written communication skill in English. Experience in nutrition survey and research</p>
Salary	Rs. 60,000/- Per Month (Consolidated)
Position	Project Coordinator- 2 Position
Roles & responsibilities	<ul style="list-style-type: none"> • Oversees work of the Project Officers and Field team and reports to the PI • Participate in trainings • Co-ordinate with the AIIMS project team • Surprise visits to field for quality assurance • Share report of feedback on data quality • Travel along with field teams for monitoring and quality assurance • Field Monitoring Report writing • Any other responsibility relating to the survey that may be assigned from time to time.
Qualifications	<p>Essentials : PhD degree (Awarded or submitted) in Population Sciences/Social Sciences/Statistics/Public Health/Nutrition/Mathematics or post graduate degree in these subjects with minimum 2 years experience in the field of Health /social Sector. Experience in analyzing socio-economic, demographic and health Surveys.</p> <p>Desirables: Experience in social surveys for M &E – including developing quantitative and qualitative indicators. Proficiency in handling statistical and demographic software packages.</p>

	Excellent oral and written communication skill in English. Experience in nutrition survey and research
Salary	Rs. 60,000/- Per Month (Consolidated)
Position	Project Officer- 4 Position
Roles & 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 visit/workshops. Capacity to undertake extensive travel throughout the field area and handle work under pressure. Any other responsibility relating 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 form recognized university with 2 years experience in handling large-scale surveys in health/social sector. Desirable: Experience of monitoring in field surveys Excellent oral and written communication skill in English and local language (state specific)
Salary	Rs. 40,000/- Per Month (Consolidated)
Position	Sr. Account Officer- 1 Position
Roles & responsibilities	<ul style="list-style-type: none"> • Assisting PI in managing all day to day Administrative and Financial matters of Project. • Assisting in managing all budget related matters. • Settlement of Utilization Certificate. Other financial matters. • Any other responsibility relating to the survey that may be assigned from time to time.
Qualifications	Essentials: MBA in Finance with 1 year experience/M.com or equivalent with 1-2 years experience or CA/CS/ICWA inter pursuing of B.com with 3-4 years of experience in managing budgets and contract documents. Experience in financial management. Excellent oral & written communication skills in English. Knowledge of Tally, other accounting software and proficient in MS-word, MS-excel. Desirable: Tally Experience Excellent oral and written communication skills in English
Salary	Rs. 40,000/- Per Month (Consolidated)

Position	Secretary- 1 Position
Roles & responsibilities	Office management
Qualifications	Essentials: Graduate with 2 years experience years of secretariat work, drafting office notes, filing the records etc. Excellent oral & written communication skills in English. Proficient in MS Office and organizing meeting/event.
Salary	Rs. 25,000/- Per Month (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 initial appointment may be for three months extendable on satisfactory discharge of assigned responsibilities. Educational Qualification or working experience may be relaxed in deserving cases.

Candidates qualifying the above criteria may attend the Walk-In-Interview on **October 6, 2016 at 11 a.m.** along with CV & other original documents in support of their qualification and experience. No TA/DA will be paid for attending interview.

Registrar

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