

CLINICAL DEVELOPMENT SERVICES AGENCY

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Recruitment Notice No. CDSA/RN/CNNS/02/2018

CDSA invites applications for the below position, for the Project "Concurrent Monitoring of Comprehensive National Nutrition Survey (CNNS)", from high performing professionals with a desire to serve public health needs of the country

Name of post	Field Monitor (FM) <i>(The position will be hired for a period of 3 months. Extension (if any) will be subject to project requirement)</i>
Emoluments/ Other Benefits & allowances	Up to ₹30,000 per month consolidated In addition to the monthly remuneration, the employee will be provided with a group accident insurance cover of Rs.15 lakhs each. He will have to purchase term insurance of Rs.10 lakhs which will be reimbursed by CDSA. He should have a minimum individual health insurance cover of Rs. 2 lakhs (Non-reimbursable)
Location	Meghalaya, Sikkim, Arunachal Pradesh, Karnataka, West Bengal, Tamilnadu, Jammu & Kashmir <i>(The Field monitor may be assigned any of the location depending upon the project requirement)</i>
Job profile	<p>The role will involve exhaustive travel both in urban and rural parts of respective states.</p> <ul style="list-style-type: none">• As a full time, field position the remuneration will be paid based on the deliverables. The incumbent has to complete monitoring of specified number of primary sampling units (PSU) and conduct Data Logger activity from PSU to Collection Point (CP). To be eligible for full remuneration FM has to complete the minimum assigned targets. The compensation may be reduced on a pro rata basis for non-fulfillment of the target.• The incumbent will be also paid a fixed travel allowance of ₹2000 per PSU to cover the food, local travel and stay cost irrespective of location & days of stay. The one-time interstate travel cost (towards to and fro journey) will be paid as per actuals. The eligible class of travel will be City and state public transport, Second/ Sleeper class of train and private mass transport bus /luxury services.• Conducting site visits at allocated PSUs and collection point (CP) to monitor the subject's sample collection/shipment/processing and packaging for dispatch to reference laboratory through concurrent monitoring.• Complete appropriate training on study plans, SOPs, nutritional survey protocol to perform concurrent monitoring.• <u>Monitoring and reporting of following activities at household/PSU level:</u><ul style="list-style-type: none">○ Interview subject/parents and phlebotomy staff as per CNNS protocol○ Monitor that process of sample being collected as per protocol/SOPs○ Biological sample being collected for the right subjects.○ Tracking of temperature with the help of Data Logger

	<ul style="list-style-type: none"> ○ Monitor for any safety concerns during the sample collection process ○ Complete and accurate labelling and completion of forms related to sample collection and transport to collection center ○ Fulfil requirements while transport of collected samples to designated collection centers ○ Efficient communication between field phlebotomist and collection center team regarding samples collected and sent. <ul style="list-style-type: none"> ● <u>Monitoring and reporting of following activities at collection center/point:</u> <ul style="list-style-type: none"> ○ Receipt of biological samples at collection center and related documentation ○ Handling and processing of the biological samples as per protocol/SOPs ○ Packing of the biological samples as per protocol/SOPs. ○ Sample Storage conditions at collection center/packaging and dispatch ○ Calibration of the equipment used for sample handling and processing ● Document the monitoring observations in the standard approved checklist and share with Zonal Program Manager for review and provide clarifications, as requested. ● Create and maintain appropriate documentation regarding PSU/ collection center/point visit and action plan for each allocated PSU. ● Maintain study documentation and correspondence, shared with ZPM for filing in respective files. ● Escalate on priority the major or critical quality issues to the zonal program manager and/or program manager. ● Work with zonal leads (Field + Lab) as and when required to provide monitoring support.
<p style="text-align: center;">Qualifications & Experience</p>	<p><u>Essential Qualification:</u> Graduate in Life Science and allied discipline/Pharmacy with two-three years' experience in of Research/ Monitoring/ Public Health projects Or Post Graduate in Life Science and allied discipline/Pharmacy/Public Health with one year of experience. Candidates with Research/ Monitoring/ Public Health projects will be preferred.</p> <p><u>Desirable:</u> Should be well versed in MS Office (Word & Excel) and data analysis with the help of any statistical software.</p>
<p style="text-align: center;">Skills</p>	<ul style="list-style-type: none"> ● Understanding of the scope of work, tools and systems developed by CDSA to support the monitoring activities with basic computer skills. ● Basic knowledge and ability to conduct clinical lab related monitoring. ● Good written and verbal communication skills with understanding of local language and basic understanding of English. ● Ability to read and write multiple local languages will be preferred. ● Fair negotiation and problem-solving skills. ● Effective time management skills and ability to manage field-based activities ● Ability to establish and maintain effective working relationships with field team (private laboratory and survey agency) and CDSA concurrent monitoring team

GENERAL TERMS & CONDITIONS:

1. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
2. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
3. Persons working in Govt. or Public-Sector undertaking should produce "No Objection Certificate" at the time of Interview.
4. The qualification, experience and other requirements for the posts are relaxable at the discretion of the competent authority, in case of candidates who are otherwise suitable. Candidates not found suitable for the posts notified, can be offered a lower post on the recommendation of the Selection Committee.
5. Knowledge of at least 2 languages of state for which candidate is interested and applying for will be an added advantage.
6. **Candidates' willing to travel extensively should only apply, as this position requires travel all over India.**
7. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
8. Only candidates who can join immediately needs to apply, as the position is to be filled is on an urgent basis.
9. **This position will be purely on temporary/contractual basis for the specified period and based on project requirement.**
10. Number of positions filled will be as per the Institute's need and availability of the suitable candidates.
11. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
12. The Name of the State for which the candidate is interested to be mentioned in the subject line.
13. Interested candidates may please send their CV with recent photo and cover letter indicating their motivation for the position applied for (150 words) and three references by e-mail with subject line mentioning "Application for the position of Field Monitor forState" to cdsa_admin@thsti.res.in
14. All results will be published on our website and all future communications will be only through email.
15. This is a field position with extensive travel in allocated state/ zone for the assigned concurrent monitoring schedule.
16. Preference will be given to candidates hailing from respective states.
17. Canvassing in any form will be a disqualification.
18. Interview of the shortlisted candidate will be conducted through SKYPE.
19. Last date of submitting the application on E-mail is **February 23, 2018.**