

CLINICAL DEVELOPMENT SERVICES AGENCY

Ministry of Science & Technology, Govt. of India 3rd Floor,
THSTI Building, 3rd Milestone, Gurgaon-Faridabad Expressway, Faridabad – 121001
(An extramural unit of THSTI, Department of Biotechnology.)

Recruitment Notice No. CDS/RN/18/2017

CDSA invites applications for Program Manager position, for the Project “**SWABHIMAAN**”, from high performing professionals with a desire to encourage women empowerment in the country

Name of the post	Program Manager (PM) (01 Position) Initial hiring will be for a period of three months to be continued as per project extension and through performance review
Emoluments & Other Benefits	Maximum up to ₹ 1,50,000/- per month. In addition to the salary the candidate will be covered under group accident insurance cover of Rs.15 lakhs. He/She will have to purchase life term insurance over of Rs.10 lakhs which will be reimbursed by CDSA. He / She will be required to have an individual medical insurance cover of minimum Rs. 2 lakhs (non-reimbursable). <u>The monthly remuneration will be deliverable based</u>
Location	CDSA Office, Faridabad. Role involves extensive travel for supervision of Swabhimaan Support Cell deliverables at Patna (Bihar), Raipur (Chhattisgarh) and Bhubneswar (Odisha) as per program requirement. In addition will be required to report to UNICEF or connected offices in states as and when required.
Job profile	Lead supervisor and nodal point for sponsor/UNICEF, Government official of NRLM & NHM, Team of Expert (ToE) and other stakeholders with strong academic and experience in planning and implementing rural/ health research projects. Establishment of Knowledge Management Support Cell through document management software (m-Sakhi) at National level. <ul style="list-style-type: none">• Ensure translation of Integared Microplan (IMP/PMP) work books, set its process document and quality check of specific checklists.• Review the Swabhimaan documents relevant to the CDSA SOW and developing project related materials such as SOPs, Checklists, Implimentation Plans, State/Block Reports, Training Material and related documents, collate the quaterly and Final reports and submission to UNICEF.• Work with ToE, State Quality Managers (SQMs) closely, track the implementing activities, reporting and monthly/quaterly reports submission to UNICEF.• Supervise, mentor and track performance of State level QMs.• On-site accompanied and/or reiki visits to Blocks/ Swabhimaan cell across three States (Bihar, Chhatisgarh and Odisha).• Manage operational aspects for implementation of supportive activities from system and processess set-up and training of QM team, ensuring compliance with SOPs/ plans.

	<ul style="list-style-type: none"> • Establish an effective communication plan with clear escalation matrix and ensure its compliance throughout. • Reviewing reports, protocol deviations and line listings to ensure reliable quality data are delivered. • Coordination with Swabhimaan Cell and NRLM officials, oversight for preparation and execution of monitoring as per agreed schedule and field movement plan, track the SWABHIMAAN progress in all three states. • Coordination with finance department for management of budget sanctioned to CDSA for the concurrent monitoring, tracking reimbursements as well as appropriate utilization and accountability of the expenses.
<p>Qualifications and Experience</p>	<p>PhD/MPH/Rural or Health Management or Nutrition or Agriculture alongwith Medical or allied bachelor’s degree with 12-15 years experience in management and/ or implementation of public health interventions or community based research projects and at least 7 years in a lead role.</p> <p>Candidates with experience in National/State Rural Livelihood Mission or community based studies i.e. social mobilisation, livelihood promotions, financial inclusion etc. will be preferred.</p>
<p>Skills</p>	<ul style="list-style-type: none"> • Thorough understanding of the SoW, tools and systems developed by CDSA to support Swabhimaan Support unit. • Strong academic and experience in planning and implementing rural/ health research projects. • Leadership skills that include ability to build effective project teams, ability to motivate others,delegation,drive and timely/ quality decision making • Personal qualities that include the ability to gain trust and confidence with stakeholders. • Operational skills including focus and commitment to quality management and problem solving • Influencing skills including negotiation and teamwork • Effective communication skills that Include the provision of timely and accurate information to stakeholders • Ability to develop and implement monitoring plans, SoPs, database concepts, and formats. • Ability to remain flexible as projects and priorities change and work independently with minimal guidance as well as collaboratively within a team setting • Excellent Computer skills (MS Word,e-mail,excel, internet) • Knowledge of Statistical Software (SPSS, Epi.Info; etc.) • Ability to develop technical reports and manuscripts.

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. Candidates willing to travel extensively only needs to apply, as this position demands lots of travel in Bihar, Chattisgarh, Odisha.
6. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
- 7. Only candidates who can join immediately needs to apply, as the position is to be filled on an urgent basis.**
8. This position will be purely on temporary/contractual basis for the specified period of time and based on project.
9. In case a large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification.
- 10. Only shortlisted candidates will be called for Written test/Interview in the first week of May 2017. Request for change in Written test/ Interview schedule will not be entertained under any circumstances.**
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. Interested candidates may please send their current CV with a 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 **"SWABHIMAAN: Program Manager"** to cdsa_admin@thsti.res.in.
13. Incomplete applications will stand summarily rejected without assigning any reasons.
14. All results will be published on our website and all future communications will be only through email.
15. This position is based at CDSA Office, Faridabad located at NCR Biotech Science Cluster at Faridabad Gurgaon-Expressway, Faridabad.
16. Canvassing in any form will be a disqualification.

Applications will be accepted up to 28th April 2017

Note: In case a suitable candidate is not found, the call for application will remain open till suitable candidate is found. As soon as suitable candidate is found, this recruitment notice will be closed on our website.