

## CLINICAL DEVELOPMENT SERVICES AGENCY

An extramural unit of THSTI, Department of Biotechnology,  
Ministry of Science & Technology, Govt. of India 3rd Floor,  
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### Recruitment Notice No. CDS/RN/1/2018/CNNS/ZPM

CDSA invites applications for following positions, 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

<b>Name of the post</b>	<b>Zonal Program Manager (01 Position)</b> (Duration of the position is for 3 months upto 31 <sup>st</sup> March 2018). The further extension of contract appointment will be subject to the approval of the competent authority.
<b>Emoluments and Other Benefits</b>	Maximum up to Rs 75,000/- 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 have a individual medical insurance cover of minimum Rs. 2 lakhs (non –reimbursable). The monthly remuneration will be performance based and will be liable for deduction in case of under performance.
<b>Location</b>	Any one of the laboratory located at Gurgaon/ Mumbai/ Kolkata/ Bangalore.
<b>Job profile</b>	Supervisor and monitoring team lead for field monitoring in each zone and nodal point for SRL team, Survey Agency and Regional Monitors for coordination for monitoring across the states in the allotted zones <ul style="list-style-type: none"><li>• Coordinate and oversee the quality of all concurrent monitoring activities at PSUs and collection centres in the allocated zones</li><li>• Monitoring timelines and deliverables, tracking and reporting of consenting, sample collection, processing and shipment activity and collating the weekly reports</li><li>• Review the CNNS documents and design clinical monitoring plan, monitoring reports/ checklist, SOPs, training material and related documents</li><li>• Support PM for implementation of concurrent monitoring activities from system and processes set-up, hiring and training of monitoring team and ensuring compliance with SOPs/ plans</li><li>• Work with PM and regional leads closely, track the monitoring activities, reporting and monthly reports submission to SRL, survey agency and sponsor</li><li>• Review the field monitoring reports, approve and submit the</li></ul>

	<ul style="list-style-type: none"> <li>• consolidated reports from respective zone to PM</li> <li>• Supervise, mentor and track performance of CNNS monitoring team of allocated zone</li> <li>• On-site accompanied and/or oversight visits to PSUs/ collection centres in respective zones.</li> <li>• Maintain communication with the CNNS monitoring team and follow escalation matrix for effective monitoring and efficient reporting.</li> <li>• Support PM in managing study-related vendors, identifying potential risks and resolving issues with vendors; establishing vendor management plans and reviewing quality metrics</li> <li>• Reviewing monitoring reports, protocol deviations and line listings to ensure reliable quality data are delivered</li> <li>• Coordination with survey agency and SRL and oversight for preparation and execution of monitoring as per agreed schedule and field movement plan and track the CNNS progress in respective zone.</li> <li>• Support 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.</li> <li>• Oversight for compliance with approved documentation plan for monitoring team.</li> </ul>
<p><b>Qualifications &amp; Experience</b></p>	<p>Medical or allied bachelor’s degree OR Post graduate degree in pharmacy/public health/Life sciences. 5 years’ experience in monitoring and/ or management of public health program or community based research projects</p>
<p><b>Knowledge, Skills, Abilities and Attitude</b></p>	<ul style="list-style-type: none"> <li>• Thorough understanding of the SoW, tools and systems developed by CDSA to support concurrent monitoring.</li> <li>• Strong academic and experience in planning and implementing public health research projects</li> <li>• Leadership skills that include ability to build effective project teams, ability to motivate others, delegation, drive and timely/ quality decision making</li> <li>• Operational skills including focus and commitment to quality management and problem solving</li> <li>• Influencing skills including negotiation and teamwork</li> <li>• Effective communication skills</li> <li>• Ability to develop and implement clinical research monitoring plans, SOPs, tracking tools, technical reports</li> <li>• Ability to remain flexible and work independently with minimal guidance as well as collaboratively within a team setting</li> <li>• Excellent Computer skills.</li> </ul>

## **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 language of allocated zone for which candidate is interested and applying for.
6. Candidates willing to travel extensively only needs to apply, as this position demands lots of 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 on an urgent basis
9. This position will be purely on temporary/contractual basis for the specified period of time and based on project
10. 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. Only shortlisted candidates will be contacted for further discussion.
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 Zonal Program Manager**" to cdsa\_admin@thsti.res.in. Emails received without this subject, will be summarily rejected.
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. The duration of the project is only upto 31<sup>st</sup> March 2018. The further extension of contract appointment will be subject to the approval of the competent authority.
16. Canvassing in any form will be a disqualification.

**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.**