

# Department of Community Medicine & School of Public Health, PGIMER Chandigarh

**Position:** Project Manager

**Organisation/Institute:** Postgraduate Institute of Medical Education and Research (PGIMER)

**Location:** PGIMER, Chandigarh

**Organisation/Institute:** The Postgraduate Institute of Medical Education and Research (PGIMER) is based in Chandigarh (city beautiful in North India) and was established in 1962 by then Prime Minister of India, Pt. Jawaharlal Nehru. It was declared as an "Institute of National Importance" by an Act of Parliament of India on 1st April 1967 and is currently an autonomous body functioning directly under the Ministry of Health and Family Welfare, Government of India. PGIMER has almost all specialties and super specialties departments. The Department of Community Medicine was instituted in 1977 with the purpose of developing effective models health service delivery for rural communities and for providing community health orientation to public health professionals. To address emerging challenges in public health education and research, the Department of Community Medicine was upgraded to School of Public Health (SPH) in the Tenth Five Year Plan of India (2002-06). The department coordinates several projects/ grants with various governmental and developmental agencies.

## **Project Objective:**

The overall aim of the evaluation of the National Tobacco Quitline Services (NTQLS) is to determine the effectiveness of the programme in terms of assisting the clients to quit tobacco, and assess the user satisfaction with the programme. The study will be conducted in all the four National level tobacco cessation Quitline in Vallabhbhai Patel Chest Institute (VPCI), New Delhi and three regional satellite centres at Dr. Bhubaneshwar Boruah Cancer Institute (BBCI), Guwahati; National Institute of Mental Health & Neuro Sciences (NIMHANS), Bangalore; and Tata Memorial Centre (TMC), Mumbai. Socio-demographic information of the registered callers to the quit line will be obtained from the NTQLS database.

## **Job Responsibilities and Duties:**

Roles and responsibilities on the project:

- He/ She will be responsible for overall planning and management of the project.
- He/ She will prepare the SOP of data collection and analysis.
- He/she will also be involved in design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the Project.
- He/she will prepare the tools of data collection.
- He/she will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the project.
- He/she will be assisting the PI in supervising all the project activities
- He/she will liaison with study team members to ensure the timely implementation of the project activities.
- He/she will be responsible for the planning and execution of field visits of the project, supervising the data collection activities in field, will make sure that SOPs are being followed while data collection in field.
- He/she will report to the PI and coordinate with WHO regarding the status of data collection and problems being faced in field.
- He/she will do the statistical analysis- both quantitative and qualitative.
- He/ She will prepare the final report of the project.

## **Expected Knowledge and Skills:**

- Proficient in lesioning and coordination with diverse stakeholders.
- Research expertise in framing research proposals and applying quantitative and qualitative methodology to document the outcomes along with manuscript writing skills.
- Good communication skills, both written and verbal. Also command over local language is required.
- Capable of carrying out review of literature and writing reports.
- Capable of monitoring and supervision of research projects.
- Interpersonal and management skills with ability to work in a deadline- driven environment.
- Possess team working capability and leadership qualities.
- Good command over MS Office/ Internet including basic IT skills.

**Essential educational qualifications and skill requirements:**

- PhD or MPH with at-least 3 years of experience preferably in developmental sector or program/ project implementation.
- Should have good project management skills which includes, conducting workshops/seminars, liasoning with officials and writing reports/ papers etc. Proficiency in MS Office (MS-word, Excel, Power-point) and statistical analysis software.
- He/she should also have experience in conducting and doing both quantitative
- as well as qualitative analysis.

**Remuneration:**

Remuneration for respective position is INR. 95000-100000/- CTC based on previously experiences and last drawn salary (depends upon candidate's experience and capabilities), with an additional reimbursement towards mobile allowances.

**How to apply:**

Interested candidates should submit your CV at [sphafa.who@gmail.com](mailto:sphafa.who@gmail.com). Last date for submitting applications is **15<sup>th</sup> October 2022**. Please note that only short-listed candidates will be contacted.

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