



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL**  
**Saket Nagar, Bhopal-462020 (India)**  
Website: [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

**Recruitment advertisement for the post of Programme Coordinator, CoE**

No. AIIMS/BPL/PEDIA/2017/581

Date: 6<sup>TH</sup> Nov 2017

Regional Centre of Excellence for Nutrition Rehabilitation Resource and Training (RCoENRRT) has been established at Dept. of Pediatrics, AIIMS Bhopal with the support from National Health Mission (NHM), GoMP and UNICEF. The centre has been set up to provide high level technical support to state government for advanced medical care to non-responders/critical cases of children with SAM and to enhance the knowledge base on SAM management by spearheading evidence generation, research, education and training initiatives.

Applications are invited from eligible candidates for the post of Programme Coordinator for RCoENRRT unit at Dept. of Pediatrics, AIIMS Bhopal.

**PURPOSE OF THE POST:**

Programme Coordinator (CPE) shall report to the Nodal Person Incharge RCoENRRT, Dept. of Pediatrics, AIIMS Bhopal and shall be responsible for providing support in capacity building, monitoring and knowledge management under the CoE for strengthening the Facility and Community-based management of SAM in Madhya Pradesh. Technical oversight and funding for the position shall be provided by a respected, International Development Agency that works across the globe, to promote children's survival, protection and development.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Provide techno-managerial support for conducting phase wise training programs for Medical officers and Feeding Demonstrators of all NRCs personnel on SoPs for the management of non-responders/critical cases of children with SAM.
- Provide techno-managerial support to the Severe Acute Malnutrition Treatment Unit (SMTU) based at various Govt. Medical Colleges of the state.
- Provide support in inter-departmental coordination between DWCD and DH&FW/ NHM and Medical Colleges for convergent activities under the CoE
- Provide techno-managerial support to various operational researches/ pilot studies conducted under RCoENRRT, Dept. of Pediatrics, AIIMS Bhopal
- Rapid assessment support to NRCs in Madhya Pradesh on a sample basis, through the already developed NRC assessment checklist
- Accreditation of NRCs in Madhya Pradesh in coordination with NHM

**Clarifications & Enquiries: [jobs.rcoenrrt@gmail.com](mailto:jobs.rcoenrrt@gmail.com)**

- Provide support in documentation of best practices followed at SMTUs, NRCs and community and develop resource materials, as required from time to time;

The essential qualification, experience, consolidated salary and service tenure are as under.

**Qualifications/ specialized knowledge/ experience required:**

Essential qualification	<ul style="list-style-type: none"> <li>• Applicants must have post graduate degree in Public Health/ Public Health Nutrition/MD/ MHA/ MPH with health experience;</li> <li>• MBBS with relevant experience may also apply.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Minimum 1 years of professional work experience in the field of micronutrient, maternal health, child development, emergency nutrition and nutrition programmes;</li> <li>• Experience of working with the Government shall be an asset;</li> <li>• Knowledge/ familiarity with national flagship programmes such as NHM, ICDS and others</li> </ul>
Skills and Competencies	<ul style="list-style-type: none"> <li>• Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and</li> <li>• effective working relationships with governmental, non-governmental and civil society organizations;</li> <li>• Fluency in English is required. Knowledge of local language (Hindi) shall be an asset;</li> <li>• Good analytical, negotiation and communication (oral and written) skills;</li> <li>• Ability to use computer software i.e. MS Office, MS Excel, PowerPoint and Internet programmes.</li> <li>• Knowledge and understanding of statistical tools like SPSS, STATA, Atlas TI etc.</li> </ul>
Professional Fees	Rs. 70,000/- per month.  (Note: Subsistence, Mobility and Contingency support shall be separately provided, to address field travel and related costs incurred by the Programme Coordinator).
Estimated travel	Minimum 7 days travel in a month
Location	Centre of Excellence for Nutrition Rehabilitation, Resource and Training, Dept. of Pediatrics, AIIMS Bhopal.
Duration	The project duration is from December 1, 2017 to November 30, 2018. The successful candidate shall be issued an initial contract till December 31, 2017, which will be extended based on performance, funds availability and continuing requirement for the position.

### How to apply?

- Qualified candidates are requested to e-mail their CV along with a cover letter to [jobs.rcoenrrt@gmail.com](mailto:jobs.rcoenrrt@gmail.com)
- Write the Post Name in Subject column of email for which you applying. Hard copy/ paper applications will not be entertained.
- Last date of receipt of application: 23<sup>rd</sup> November 2017
- Candidates will be shortlisted based on the CV and cover letter and only shortlisted candidate will be called for Written and interview.
- Date, Time and Venue of Written and interview would be intimated to the shortlisted candidates via e-mail.
- Shortlisted candidate should bring self-attested photocopies, eligibility qualification mark-sheets, degrees, experience certificate, qualifying degree registration with statutory council (if applicable) and other relevant testimonials at the time of interview
- No TA/DA will be paid for attending interview
- Any attempt to unduly influence the selection process will lead to automatic dis-qualification of the applicant

### Terms and Conditions

- It is a tenure vacancy under funded project and is not employment on AIIMS Bhopal pay roll. Employment will automatically terminate upon completion of project and there is no liability for permanent employment on AIIMS Bhopal. Also candidates have no right to claim permanent employment based on this job.
- **Expiry of Contract:** The contract will automatically expire on completion of period specified above until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
- **Accommodation:** No hostel or any other accommodation will be provided by the Institute
- The candidate who is already in government service shall submit 'No Objection Certificate" from the present employer at the time of interview.

**Nodal Office In charge**  
**RCoENRRT**  
**AIIMS Bhopal**

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