

**Walk-in-Interview at National Centre for Disease Control
22, Shamnath Marg, New Delhi – 110054 on 6th June, 2017 at 1.00 PM onwards**

Registration Time: 1.00 PM to 2.00 PM (only on 06.06.2017)

1. Coordinator (Training-cum-IT) (1 Post)

Emoluments- 70,000-75,000 INR/Month

Essential Qualifications:

- (i) Graduate from a recognised university of India
- (ii) Good Knowledge of Computers (E.g. MS. Word, Excel and PowerPoint) & IT for uploading/review of material on web portal with good communication skills and efficiency in independently handling web portal

Desirable

- (i) BCA with 3 years experience or MCA from recognised institute.
- (ii) Experience in organizing training courses, workshops and expert group meetings in Health sector.

Job Profile:

To work under the supervision of DDG-MH&IH and other Core Group Experts and will be responsible for:

- (i) Organization and coordination of various expert group meetings, training courses and workshops
- (ii) Coordination with various experts, collection and compilation of material for Development of training tools/manual and
- (iii) Arranging for venue (including A-V aids, snacks and backup support), travel, Per diem and stay arrangements for the participants and experts including Financial Management and record keeping.
- (iv) Conducting Training of Trainers and rolling out the course to the collaborating institutes.
- (v) Monitoring and evaluation of quality of training.
- (vi) Maintenance of website/IHR portal, including uploading material and information.
- (vii) Will also be responsible for any other technical work assigned from time to time.

2. Data Manager (1 Posts):

Emoluments- 30,000-35,000 INR/Month

Essential Qualifications:

Graduate from recognised university

The candidate should be proficient in using MS Word, MS Excel, MS Power-point, SPSS, MS Access)

Job Responsibility:

- (i) Data Manager will be responsible for to collect, compile and analyse for specific information database and also to disseminate data analysis reports.
- (ii) Any other work assigned by Public Health Expert and other Core Group Experts

3. Assistant (Admin & Finance) (1 Posts):

Emoluments- 40,000-45,000 INR/Month

Essential Qualifications:

B. Com (Hons.) with proficient knowledge of Computer and Tally.

Experience: Minimum 3 Years' post qualification experience in Public or Private Sector.

Job Responsibility:

Responsible for all day to day activities related to office management.

- (i) She/he will work under the direct supervision of designated officer and will be responsible for all day-to-day administrative and financial activities of the Project.
- (ii) Maintain daily attendance of all Co-Ag. Staff, processing leaves, salary and any other request.
- (iii) Process new recruitment process- advertisement & selection process
- (iv) Prepare monthly report of all employees and share with designated officer.
- (v) Develop financial guidelines for the project.
- (vi) Help the concerned officers in projecting demands to CDC for release of funds.
- (vii) Process CDC audit requirements and maintain all financial records as per rule/audit.
- (viii) Coordinating with partners regarding the meetings held under the project.
- (ix) Any other work assigned from time to time