

Project: Development and Pilot Test of a mHealth Interactive Education and Social Support Intervention for Improving Postnatal Health

Post : Research Coordinator
No. of posts: 01
Duration: 1 year
Qualification and Experience: <ul style="list-style-type: none">• Masters of Public Health with PhD (Public Health); those who have submitted thesis but viva is awaited may apply.• Knowledge or any additional experience of biostatistics would be preferred.• Candidate should have 1-2 years of experience in a Hospital/community-based setting.• Willingness to be based in the Haryana research community during phases of field work.• Experience in Maternal and child health will be preferred.
Job Summary: The Research coordinator will assist in organizing and monitoring all project activities in the field. He/ She will liaise with study team members to ensure all field activities are being implemented properly and are according to schedule. The project coordinator will share regular project updates with study investigators, and will contribute to the preparation of progress reports.
Key Responsibilities: <ul style="list-style-type: none">• Assists the Principal Investigators in the successful coordination, implementation and monitoring of all project-related activities.• Plans, implements and coordinates the collection and analysis of research data, compiles summaries and reports regarding the implementation of research protocol• Monitors the quality of research data that are collected by field staff;• Ensures that project activities are implemented and milestones are achieved according to schedule;• Prepares updates regarding the project status and relevant project information with the Principal Investigators.• Ensures the smooth and efficient day-to-day operation of research and data collection activities;• Acts as the primary administrative point-of-contact for internal research staff and as the principle operational liaison for other research organizations.• Coordinates the day-to-day activities of any technical support staff specially engaged in the carrying out of research protocol as required, in accordance with specified programme objectives.• Candidate should be comfortable to devote adequate time in the field.• Should be able to attend calls as per USA time schedule.
Emoluments: Commensurate with qualification and experience. A rough range is 50,000 – 75,000 p.m.

How to apply: interested candidates should submit their CV, (detailed) along with total experience by online (Xerox and self-attested) to **psingh@iiitd.ac.in** with subject line “Application for Research Coordinator” by **20th June, 2020 by 5 pm – the applications will be reviewed as they arrive and the position will be filled as soon as a suitable candidate is found.**

Place of Work will be Post Graduate Institute of Medical Education and Research (PGIMER), Chandigarh.

Terms and Conditions:

- The post is purely temporary. Employment will automatically terminate upon completion and termination of project and there is no liability for permanent employment on Institute or Principal Investigator or Funding Agency.
- Any application received after a suitable candidate is found or after the expiry of vacancy notice (whichever is earlier) will not be entertained.
- Only shortlisted candidates will be called for an interview. The date, time, and venue and mode of the interview will be informed to the candidate by E-mail/SMS.