

International Institute for Population Sciences

(Deemed University)

Govandi Station Road, Deonar, Mumbai –400 088.

Ph. No. 022-42372400/401, Web site: www.iipsindia.org

Applications are invited for the following posts purely on a temporary basis in a project-

Longitudinal Ageing Study in India (LASI) on or before 9th June, 2014.

The LASI is sponsored and funded by Ministry of Health & Family Welfare (MoHFW) Govt. of India, Ministry of Social Justice & Empowerment (MoSJE) Govt. of India, The United Nations Population Fund (UNFPA) and National Institute on Aging (NIA)/ National Institute of Health (NIH).

The Details of role & responsibilities and qualification of each post are given below.

GROUP (I)	Planning, Survey Design and Instrument Group
Position	Senior Project Manager – 1 position
Role & Responsibilities	Overseeing the work of the LASI on work-plans of agencies, reports and other deliverables. Development of detailed terms of reference and day-to-day management of other members of the team. Oral and written reporting to IIPS. Supporting the IIPS in analyzing data to monitor and validate results. Timely execution of survey including field work, data processing, tabulation and final results Developing indicators, related targets, methods, reporting formats and procedures. Compilation and analysis of survey data. Responsible for overall coordination & monitoring of the activities of LASI project. Capacity to undertake extensive travel throughout the country and prepared to handle work under pressure. Any other LASI Project responsibility assigned.
Qualifications	Essentials: MBA with minimum 10 years' experience in project management/ development sector / PhD degree in Population Sciences /Statistics/Mathematics/ Social Sciences with minimum 6 years of experience in the related domain. Track record leading large-scale surveys in health / social sector. Experience in coordination and liaison with varied stakeholders, governmental and non-governmental. Excellent oral and written communication skills in English. Desirables: Experience in handling large-scale surveys. Experience in statistical and demographic packages. Proven managerial and analytical skills.
Salary	Rs. 55,000-65,000/- Per Month (Consolidated) as per qualification / experience

Position	Project Manager – 1 position
Role & Responsibilities	Development of detailed terms of reference and day-to-day management of other members of the team. Oral and written reporting to Sr. Project Manager and coordinators at IIPS.

	<p>Supporting the IIPS in analyzing data to monitor and validate results. Timely execution of survey including field work, data processing, under the guidance of Sr. Project manager and coordinators.</p> <p>Developing indicators, related targets, methods, reporting formats and procedures.</p> <p>Compilation and analysis of survey data.</p> <p>Assisting to Sr. Project manager and Responsible for overall coordination & monitoring of the activities of LASI project.</p> <p>Capacity to undertake extensive travel throughout the country and prepared to handle work under pressure.</p> <p>Any other LASI Project responsibility assigned by Sr. Project manager and coordinators.</p>
Qualifications	<p>Essentials: MBA in health management or PhD degree in Population Sciences / Social Sciences with minimum 2-3 years of experience in the related domain. Track record leading large-scale surveys in health / social sector. Experience in coordination and liaison with varied stakeholders, governmental and non-governmental. Excellent oral and written communication skills in English.</p> <p>Desirables: Experience in handling large-scale surveys. Experience in statistical and demographic packages. Proven managerial and analytical skills.</p>
Salary	Rs. 45,000/- Per Month (Consolidated)

Position	Project officer (Research)- 2 positions
Role & Responsibilities	<p>Assisting the team in the implementation of the tasks assigned. Supporting in the arrangement of logistics for State visits / workshops. Supporting the preparation of reports and necessary documentation.</p> <p>Capacity to undertake extensive travel throughout the country and handle work under pressure.</p> <p>Any other responsibility relating to the survey that may be assigned from time to time.</p>
Qualifications	<p>Essentials: M.Phil in Population Sciences /Social Sciences/Statistics/Mathematics or M.P.S. with 1 year experience or M.A./M.Sc. in these disciplines from a recognized University with 2 years' experience in handling large-scale surveys in health/social sector.</p> <p>Desirable: Experience in handling statistical and demographic software packages. Excellent oral and written communication skills in English</p>
Salary	Rs. 30,000/- (Consolidated)

GROUP (II)	IT and Data Processing Group
-------------------	-------------------------------------

Position	IT Coordinator - 1 position
Role & Responsibilities	<p>Responsible for IT related activities during the course of survey, data collection, processing and coordination with state agencies, facilitating team in software development and modifications, data processing related issues during the course of the survey. Any other tasks as assigned by the IIPS coordinators.</p>
Qualifications	Essentials:

	<p>M.Tech with 1-2 years of experience or B.E./B. Tech in Information technology or computer science or technology/MCA (Only in Full time) from renowned University with minimum 5 years of relevant experience. Familiar with server systems (Linux), data storage technologies. Excellent oral and written communication skills in English.</p> <p>Desirables: Experienced in LAMP technology. Track record of working in the health/social sector Experience in large scale data processing, data warehousing and data mining technologies Knowledge of statistical packages like SPSS, STATA, etc.</p>
Salary	Rs. 55,000/- Per Month (Consolidated)

Position	Sr. Project Officer (IT) - 1 position
Role & Responsibilities	<p>Responsible for all IT related activities during the course of survey, software development (LAMP technology) and data processing related issues during the course of the survey. Close coordination with the field work agencies selected for survey implementation of IT Tools. Any other tasks as assigned by the team leader.</p>
Qualifications	<p>Essentials: B.E./B. Tech in Information technology or computer science or technology/ MCA (Only in Full time) from renowned University with minimum 3 years of relevant experience. Familiar with server systems (Linux), data storage technologies. Excellent oral and written communication skills in English.</p> <p>Desirables: Experienced in LAMP technology. Track record of working in the health/social sector. Experience in large scale data processing, data warehousing and data mining technologies. Familiar with Linux (Ubuntu) operating environment.</p>
Salary	Rs. 40,000/- Per Month (Consolidated)

Position	Project Officer (IT) - 2 positions
Role & Responsibilities	<p>Assisting in all IT related activities during the course of survey, managing software and data processing related issues during the course of the survey. Close coordination with the field work agencies selected for survey implementation of IT Tools. Any other tasks as assigned by the team leader.</p>
Qualifications	<p>Essentials: B.E./B. Tech/MCA/M.Sc. computer science or equivalent with minimum 1 year experience. Excellent oral and written communication skills in English</p> <p>Desirables: Having knowledge of LAMP technology. Experience in data processing, data warehousing and data mining technologies.</p>
Salary	Rs. 25,000/- Per Month (Consolidated)

GROUP (III)	Biomedical Group
Position	Health Coordinator - 1 position
Role & Responsibilities	Planning, operationalizing and coordinating the work of the Biomarker component of the LASI project.

	Lead on the technical aspects of data validation, and ensuring indicators are used, methodologies are acceptable and comparable data is being analyzed and validated. Any other responsibility relating to the survey that may be assigned from time to time.
Qualifications	Essentials: MD with 1 year experience or MBBS/BAMS/BHMS/BDS with 3 years of experience in designing and implementing M&E systems within the health sector. Demonstrated public health experience/community focus. Understanding of quantitative research methods and measurement. Proficiency in use of MS Office. Excellent oral and written communication skills in English. Desirables: Understanding the health M&E, including the meaning and measurement of main indicators Experience in clinical diagnostics in field settings. Good data analysis, interpretation and report writing skills.
Salary	Rs. 50,000/- Per Month (Consolidated)

GROUP (IV)	Administrative & Financial Management Group
-------------------	--

Position	Project Officer – 1 position (Accounts and Administration)
Role & Responsibilities	Assisting Sr. Project officer in managing all day to day Administrative and Financial matters of LASI project. Assisting Sr. Project officer in managing all budget related matters. Ensuring timely release of payment to the agencies as per payment plan. Settlement of Utilization Certificate. Other financial matters. Any other responsibility relating to the survey that may be assigned from time to time.
Qualifications	Essentials: MBA in Finance with 1 year experience /M.Com or equivalent with 1-2 years' experience or CA/CS/ICWA inter pursuing or B.Com with 3-4 years of experience in managing budgets and contract documents. Experience in financial management. Excellent oral & written communication skills in English. Knowledge of TALLY, other accounting software and proficient in MS-word, MS-excel. Desirables: Tally certification. Excellent oral & written communication skills in English.
Salary	Rs. 30,000/- Per Month (Consolidated)

Application with testimonial and supporting (experience, academic) documents with CV and a photo (passport size) should be sent to

The LASI Coordinator,
International Institute for Population Sciences (IIPS),
Govandi Station Road, Deonar,
Mumbai- 400088, Post Box No- 8307.

`All posts are purely temporary fixed tenure project based positions. Temporary Appointment shall terminate with completion of the Project or the period of appointment, whichever is the earlier.

The initial appointment may be for six months extendable on satisfactory discharge of assigned responsibilities. Only short listed candidates shall be called for interview. The duration of the LASI Project wave I and II is 4 to 5 years. No TA/DA shall be provided for attending the interview.

Educational Qualification or working experience may be relaxed in deserving cases.

**Registrar
IIPS, Mumbai**