

Title of the position:

Full time Program coordinator for a CHARUSAT university program for Preventive Healthcare for Villages.

Summary:

The appropriately level selected person will monitor and conduct surveys in the villages around CHAROTAR area. The person will supervise the project team in the field and ensure our projects are delivered on time. The position is on contractual basis of 2 years and it is likely that it may extend beyond it.

Duties/Responsibilities:

- Main responsibility will be facilitating smooth execution of health surveys of the villages and the overall subsequent goal for the program.
- Will work with Charotar villagers, fluent in their language with experience based interpersonal skills while working with elders of these villages as well as village residents and other team members of CHARUSAT Telehealth Program for Preventive Healthcare in Villages.
- Responsibility will be to analyze data using computer programs and prepare reports under supervision of the Program Manager. Capable, motivated and willing to learn new skills as required for evolving new tasks as a university program and then willing to be independent worker as per general guidance from the supervisor.
- Required to undertake health educational and promotional activities under supervision of Program Manager in the community as per the goal of the CHARUSAT Telehealth Program for Preventive Healthcare in Villages.
- Expected to be self-driven and flexible to perform other related duties as assigned.

Required Skills/Abilities:

- Proficient with Microsoft Office or related software used to draft surveys and write reports.

Physical Requirements:

- Good health and stamina for prolonged periods of working in the field with the team.

Location:

- CHARUSAT University.

Position Type:

- Full time

Salary Range:

- ₹15,000-₹18,000
- Flexible. Commensurate with full time and years of experience.

Anticipated Start Date:

- May 1, 2022

Length of Contract:

- Minimum 2 years