

International Institute for Population Sciences (IIPS)

Govandi Station Road, Deonar, Mumbai – 400 088.

The Longitudinal Ageing Study In India (LASI), Wave 2

Recruitment of various positions on contractual basis

Sr. No	Designation	No. of Post	Qualification	Roles and responsibilities	Monthly emoluments
1	Sr. Project Manager	1	<p>Essentials: (i) MBA with minimum 8 years' experience in project management/ development sector / PhD degree in Population Sciences /Statistics/Mathematics/ Social Sciences with minimum 7 years of experience in the related domain. (ii) Track record of leading large-scale surveys in health / social sector. (iii) Experience in coordination and liaison with varied stakeholders, governmental and non- governmental. (iv) Excellent oral and written communication skills in English.</p> <p>Desirables: (i) Experience in handling large-scale surveys. (ii) Experience in statistical and demographic packages. (iii) Proven managerial and analytical skills.</p>	<p>(i) Overseeing the work of the LASI on work-plans of agencies, reports and other deliverables.</p> <p>(ii) Development of detailed terms of reference and day-to-day management of other members of the team. Oral and written reporting to IIPS.</p> <p>(ii) Close coordination with state agencies, training and leading the entire team</p> <p>(iii) 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.</p> <p>(iv) 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.</p>	<p>Rs. 1,10,000 - 1,25,000</p> <p>Per Month (Consolidated)</p>

2	Project Officer – Research	1	<p>Essential: (i) 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. (ii) Excellent oral and written communication skills in English</p> <p>Desirable: (i) Experience in handling statistical and demographic software packages. (ii) Track record of working in the health/social sector.</p>	<p>(i) Coordinate between IIPS and Field agencies, providing feedback based on quality check</p> <p>(ii) Arranging meetings, assisting in workshops/seminars/trainings during the course of survey</p> <p>(iii) Supporting in the arrangement of logistics for State visits / workshops.</p> <p>(iv) Supporting the preparation of reports and necessary documentation.</p> <p>(v) Any other responsibility relating to the survey that may be assigned from time to time.</p>	<p>Rs. 45,000 – 65,000/-</p> <p>Per Month (Consolidated)</p>
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3	IT Coordinator	1	<p>Essentials: (i) M.Tech with 4 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 8 years of relevant experience. (ii) Familiar with server systems (Linux), web servers and data storage technologies. (iii) Good in providing training and timely support to field teams. (iv) Excellent oral and written communication skills in English.</p> <p>Desirables: (i) Experienced in LAMP technology. (ii) Track record of working in the health/social sector Experience in large scale survey systems, data processing, data warehousing technologies. (iii) Knowledge of packages like SPSS, STATA, R etc. (iv) Knowledge of packages like Cisco Webex, Microsoft teams etc. (v) Experienced in handling official social media accounts and timely updation of websites</p>	<p>(i) Responsible for IT related activities during the course of survey</p> <p>(ii) Close coordination with state agencies, training and leading the IT support team</p> <p>(iii) facilitating team in software development and modifications, data processing.</p> <p>(iv) Keeping track record of all IT related material during the course of survey.</p> <p>(v) Any other related tasks assigned by the PI and CO-PI's</p>	<p>Rs. 1,10,000 - 1,25,000</p> <p>Per Month (Consolidated)</p>
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4	Sr. Project Officer – IT	1	<p>Essential: (i) ME/M.Tech in Computer Engineering or Computer Science and Engineering with minimum 2 year of experience or B.E./B. Tech in Information technology or computer science or technology MCA (Only in Full time) from renowned University with 4 years of experience .</p> <p>(ii) Familiar with LAMP technology and data processing softwares like STATA and SPSS</p> <p>(iii) Excellent oral and written communication skills in English.</p> <p>Desirable: (i) Experienced in LAMP technology. (ii) Track record of working in the health/social sector. (iii) Experience in large scale data processing, technologies.</p>	<p>(i) Responsible for IT related activities during the course of survey assigned by IT coordinator</p> <p>(ii) will be assisting in training and field implementation</p> <p>(iii) any other task assigned by project team during the field implementation</p> <p>(iv) dispatching of IT materials as per the instructions of IT coordinator</p> <p>(v) providing technical support to field teams and nodal office teams during the entire course of project</p>	<p>Rs. 70,000 - 85,000</p> <p>Per Month (Consolidated)</p>
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5	Project Officer – IT	1	<p>Essential: (i) B.E./B. Tech in Information technology or computer science or technology MCA (Only in Full time) from renowned University with 2 years of experience .</p> <p>(ii) Familiar with LAMP technology.</p> <p>(iii) Excellent oral and written communication skills in English.</p> <p>Desirable:</p> <p>(i) Experienced in LAMP technology.</p> <p>(ii) Track record of working in the health/social sector.</p>	<p>(i) Responsible for IT related activities during the course of survey assigned by IT coordinator</p> <p>(ii) will be assisting in training and field implementation</p> <p>(iii) any other task assigned by project team during the field implementation</p> <p>(iv) providing technical support to field teams and nodal office teams during the entire course of project</p>	<p>Rs. 45,000 – 65,000/-</p> <p>Per Month (Consolidated)</p>
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6	Sr. Project Officer – Health	3	<p>Essential:</p> <p>(i) BUMS/BAMS/BHMS/BDS/B. Pharma / M. Pharma / B.Sc. Nursing/BPT/BPMT/M.Sc. Biochemistry or Biotechnology along with 4 years of experience in designing and implementing, monitoring and evaluation systems within the health sector.</p> <p>(ii) Demonstrated experience in public health/ healthcare/National health system/ Health Policy/Clinical research/ Health Surveys</p> <p>(iii) Understanding of quantitative research methods and measurement</p> <p>(iv) Proficiency in use of MS Office.</p> <p>(v) Excellent oral and written communication skills in English.</p> <p>Desirable:</p> <p>(i) Understanding the health monitoring and evaluation (M&E), including the meaning and measurement of main indicators</p> <p>(ii) Experience in clinical diagnostics in field survey settings.</p> <p>(iii) Good data analysis, interpretation and report writing skills.</p>	<p>(i) Planning, operationalizing and coordinating the work of the Health and Biomarker component of the LASI project</p> <p>(ii) Manage the technical aspects of data validation, and ensuring indicators are used, methodologies are acceptable and comparable data is being analyzed and validated.</p> <p>(iii) Any other responsibility relating to the survey that may be assigned from time to time.</p>	<p>Rs. 70,000 - 85,000</p> <p>Per Month (Consolidated)</p>
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7	Sr. Project Officer – Accounts & Administration	1	<p>Essential: (i) M.Com or equivalent with 7 years' experience or CA/CS/ICWA inter clear / MBA in Finance with 3 years' experience / B.Com with 10 years of experience.</p> <p>(ii) Experience in developing and managing RFPs, Project contract documents, financial management.</p> <p>(iii) Must be well versed with GFR and Audit matters.</p> <p>(iv) Excellent oral & written communication skills in English.</p> <p>Desirable: (i) Retired Government servant (below 65 years of age) preferred.</p> <p>(ii) Knowledge of Government of India Rules pertaining to the Accounting standards, process and general financial management</p> <p>(iii) Excellent computer skills specially Excel and MS-Word</p> <p>(iv) Tally ERP 9 knowledge and experience in GeM procurement procedures</p>	<p>(i) Managing overall Administrative and Financial matters of LASI project.</p> <p>(ii) Preparation of RFPs for selection of survey agencies / other services. Technical & financial evaluation of bids. Preparation of contract with field agencies.</p> <p>(iii) Managing all budget related matters. Any other responsibility relating to the survey that may be assigned from time to time.</p> <p>(iv) The incumbent should be well versed with accounting process in GOI setups.</p>	<p>Rs. 70,000 - 85,000</p> <p>Per Month (Consolidated)</p>
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8	Office Attendant	1	<p>Essential:</p> <p>(i) Must have cleared XII standard</p> <p>(ii) 4 years working experience in Project administration.</p> <p>Desirable:</p> <p>(i) Must be conversant with office automation processes.</p> <p>(ii) Must possess good communication skills</p>	<p>(i) All the matters pertaining to office administration</p> <p>(ii) Must be willing to perform out door duties, whenever required</p>	<p>Rs. 25,000/-</p> <p>Per Month</p> <p>(Consolidated)</p>
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These are purely temporary fixed tenure project-based position. The appointment may be initially for six months. Education qualifications or work experience may be relaxed in deserving cases.

Candidates qualifying the above criteria may send their applications and CV to iipslasi@gmail.com by 15th October,2023. The shortlisted candidates will be informed and invited for interview.

Assistant Registrar (Admin)

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