

Name of the Position: Clerical Assistant (RRTC Coordinator): 1 Post

Location: Government Institute of Medical Sciences (GIMS), Greater Noida. District- Gautam Buddha Nagar

Reports to: RRTC Nodal, Department of Obstetrics & Gynecology, GIMS, Greater Noida, GB Nagar.

Background

GIMS is collaborating with Uttar Pradesh Technical Support Unit-(UP-TSU) India Health Action Trust (IHAT) in the Regional Resource Training Centers (RRTC) Program, aiming at capacity building of FRU Doctors of Public Health Facilities in 75 Districts of Uttar Pradesh to improve maternal and new born health outcomes.

Government Institute of Medical Sciences, Gr. Noida invites applications for the following position from competent and committed persons.

Job Summary

Clerical Assistant– RRTC Program (RRTC Coordinator): To support Nodal Officer Regional Resource Training Centre, GIMS, Greater Noida, GB Nagar.

This support will include following key responsibilities-

Key Responsibilities:

- Work closely with the supervisor/other faculty members/programmatic linkage on setting program priorities and directions.
- Participate in development and preparation of reports/documents.
- Provide support in all training of doctors from selected facilities under the program which will include training calendar, batch formation, coordination with Specialists/ Medical Officers, coordination with faculty Master Trainers and all logistic arrangements for the training.
- keep record/data of all trainings and Specialists/ Medical Officers posted at each facility
- Prepare calendar for on-site mentoring visits to selected FRUs.
- Support in issuing training/mentoring visit letters to CMSs, Government and UPTSU- IHAT
- Coordination with Faculty and CMSs for on-site mentoring visits.
- Responsible for all logistics for on-site visits including carrying of all required resource material/ check lists/mannequins.
- Undertake visit to FRUs with faculty for logistic support.
- Assist in establishing skill lab and will be responsible for its up-keep.
- Maintain all records of field visits.
- keep all expenditure statements and financial records.
- Prepare quarterly expenditure report.
- Share progress report with RRTC Nodal at Medical College/UPTSU-IHAT as and when required.
- Organize internal meeting every month with faculty and attend meetings with IHAT as and when required.

Required Qualifications, experience and Competencies

- **Age below 45 years**
- Minimum Qualification should be **Post Graduation** in any subject.
- **Computer course** of minimum 6 months' duration from a good institution.
- Technical knowledge/expertise in **data management**.
- Good written and verbal **communication skill** in English and Hindi.
- At least **2 years' experience** of working in a good organization on similar position.
- **Account Books maintenance** skill and competency.
- Maintains effective relationships with all stake holders.
- Must be flexible, team player and able to work in a challenging environment.
- Must be willing to travel anywhere in Uttar Pradesh with Faculty as and when required.

Remuneration: Salary is fixed as 20,000.00 (Twenty Thousand) per month consolidated.

Time Period: The position is initially for 11 months. The same may be extended depending upon continuation of the Project and satisfactory performance of the candidate.

Walk-in Interview on 05th December 2024 at Admin Block from 10am to 12am.

**Office of Nodal RRTC,
Government Institute of Medical Sciences,
Greater Noida, Gautam Buddha Nagar, U.P. 201310**

The envelope must mention the name of post "**RRTC Coordinator**" on the top.
Institute will not be responsible for the postal delays.

Screening: Initial screening will be done from the application forms/ CV as per job specifications by RRTC nodal GIMS and team members.
Shortlisted candidates will be informed date & time of interview via e-mail / telephonically.

Test / Interview: shortlisted candidates will go through the tests (checking computer skill, documentation skill etc.) as per requirement. Minimum 50% marks are must to qualify for the interview by the panel approved by head of institution / RRTC Nodal.

Candidates must bring all the original certificates of their educational qualification and work experiences with them.

A systematic selection process will be followed to fill this position based on experience, competency, suitability, and aptitude to work with the Program

Authorization & Approval:

Final Recruitment will be on approval of IHAT.