



**V. K. Trade Centre, 3rd Floor, Opp. Downtown Hospital
G.S. Road, Guwahati-781022**

Advt. No.: 01/01/2020

Dated: 21.09.2020

Designation	Min Qualification & Experience	Location	Age	Type of Employment	Report to
District Health Manager	Master of Public Health/Master of Health Administration from reputed institutions with minimum 2 years experience in implementation of Govt health programs in Health systems at national/State/District level	Silchar	Not more than 40 years	Annual Contract Basis	Head Clinical Operations
	BDS/BAMS/BHMS/B.PT/B.Sc (Nursing) with minimum 4 years' experience in implementation of Govt health programs in Indian Health systems at National/State/District level				

Roles and Responsibilities:

1. Liaison with Deputy Commissioner, Superintendent of Police, Additional Deputy Commissioner, Joint Director (DHS), District Education Officer, Superintendent of Medical College Hospital and other district officers involved in the implementation of the programme.
2. Work closely with the District Nodal Officer (NHM/DHS)/ Programme Coordinator of National Programme for Prevention and Control of cancer, diabetes, cardiovascular diseases and stroke (NPCDCS), National Tobacco Control Programme (NTCP), Comprehensive Primary Health Care (CPHC) for the preparation of District PIP, budgeting, fund flow, planning, implementation and supportive supervision of the programme in the district.
3. Work closely with the Superintendent and other Health Staff of the Medical College Hospital for implementation of Continuum of care and Cancer registry.
4. Work closely with Police department for implementation of COTPA, Education Department and other partner agencies for the implementation of cancer awareness and prevention in the district.
5. Provide all kind of support (mentoring and capacity building) and supervise all team members time to time.
6. Submission of timely reports to the Reporting Manager and execute any other work assigned by the Senior Management.