

Assam Cancer Care Foundation

Sl No	Designation	Min Qualification	Min Experience	Age	Vacancies	Location	Type of Employment	Report To
1	Health Camp Manager	Master's in Social Work/Allied Sciences	1 year experience for candidates with masters degree in the community outreach programs	Not more than 35 years	4	Darrang, Diphu, Silchar and Tea Gardens	Annual contract Basis	District Health Manager
		Or Bachelor's degree in Social work/Allied Science	3 years of experience for candidates with the Bachelors degree in the community outreach programs					

Desirable Skills:

1. Ability to liaise with Government officials, doctors, NGO for community engagement in cancer screening.
2. Competent computer skills MS Office or equivalent, internet skills including use of e-mails, group messaging and data collection.
3. Demonstrate ability to coordinate several activities simultaneously.
4. Attentive to details and able to produce documents and coordinate activities.
5. Comfortable with working in a multicultural team.
6. Fluency in spoken English, Hindi and local language.
7. Flexibility to work on a wide range of tasks.
8. Self-driven and excellent inter-personal skills.

Roles and Responsibilities:

1. Work with District NCD cell for smooth execution of project for cancer screening
2. Undertake on-ground mapping (planning, recce, awareness and mobilization of the beneficiaries) of the health facility for cancer screening
3. Work with ASHA, ANM, CHO etc. for monthly camp calendar in the district

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4. Will work closely with the technical team of the district for implementation of cancer screening
5. Coordinate with team on logistic arrangement – travel, equipment and other material require for conducting cancer screening programme.
6. Monitor the data quality of the screening camps
7. Arrange special camps in consultation with NGOs and on occasion of days – World cancer day, breast screening month etc.
8. Conduct training sessions to community-based organizations in cancer screening
9. Participate in review meetings and prepare documentation reports on the progress of the project
10. Follow up with suspected cases before refereeing them in the Medical College.
11. Work closely with Patient Navigator and assist them in the follow up
12. Any other work assigned by the Senior Management.

Send your application to hr@accf.in