



AIIMS/PED/SCoE4N/2024/636

Date: 06th December 2024

ADVERTISEMENT FOR INTERVIEW FOR VARIOUS POSTS ON CONTRACTUAL BASIS FOR 6 MONTHS IN STATE CENTRE OF EXCELLENCE FOR NUTRITION INTERVENTIONS (SCoE4N), AIIMS, RAIPUR, CHHATTISGARH-492099

State Centre of Excellence for Nutrition Interventions (SCoE4N) is established at AIIMS Raipur with the objective to assist State government departments in their goal of Malnutrition free Chhattisgarh and Anemia free Chhattisgarh by improving IYCF practices, skilled management of children with Severe Acute Malnutrition (SAM) through the facility and community care including growth faltering in under 6 months infants.

SCoE4N will conduct an Interview for filling up of various contractual posts under SCoE4N, Department of Pediatrics, AIIMS, Raipur, and Chhattisgarh. The project duration is from 01st January 2025 to 30th June 2025 (6 Months). The selected candidate shall be issued an contract till 30th June 2025, which may be extended based on performance, funds availability from the funding agency, and continuing requirement for the position. Posts mentioned below are purely on a contractual basis.

Candidates will have to share the scan filled Application form Annexure VII and all certificates related to their eligibility initially to programme e-mail id scoesamaaiimsrpr@gmail.com till 14th December 2024 5 P.M (Phase 1 Posts) and 20th December 2024 till 5 P.M (Phase 2 posts). Regarding filling of application form kindly refer "General Information to the Candidate".

Date of Interview: - 19 December 2024 (Phase 1 Posts) & 24 December 2024 (Phase 2 Posts).

Time: - 9.00 am (the candidates are requested to reach the venue before 8.30 am for scrutiny of documents)

Place of Interview: - Room No. 431, Faculty room, Department of Pediatrics Office, D-1 Block, Fourth Floor, New hospital building, Gate No.4, AIIMS, Raipur, C.G.

Applications are invited for filling up of the various post under the SCoE4N, Department of Pediatrics AIIMS, Raipur, Chhattisgarh, purely on contractual basis as per below mentioned details:

Phase 1 Posts :- Date of Interview:- 19/12/2024

Post Sr.No.	Post designation	No. of vacancy	Nature of post*	Consolidated Honorarium per month (in Rs)	Detailed terms of reference (ToR) is attached at annexure	Date of Interview
P1	District Nutrition Coordinator (DNC)	15	UR	Rs. 40,000/-	I	19/12/2024
P2	Block Nutrition Coordinator (BNC)	15	UR	Rs. 25,000/-	II	
P3	Statistician/Data Manager	1	UR	Rs. 35,000/-	III	
P4	Cook cum care taker	2	UR	Rs. 10,067/-	IV	

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Phase 2 Posts :- Date of Interview:- 24/12/2024

Post Sr.No.	Post designation	No. of vacancy	Nature of post*	Consolidated Honorarium per month (in Rs)	Detailed terms of reference (ToR) is attached at annexure	Date of Interview
P5	State IYCF Coordinator	01	UR	Rs.70,000/-	V	24/12/2024
P6	State COE Admin Coordinator	01	UR	Rs. 60,000/-	VI	

- * **Note:** All the posts mentioned above are Under UNICEF & NHM grant as per MOU.
- * Number of post may be alter (Increase/Decrease) as per requirement of programme.
- * In case of more number of qualified applications, interview may be spilled over next day or screening test may be held or any other criteria may be adopted as may be deemed fit to shortlist the candidates. The decision of the competent authority will be final, and no correspondence whatsoever will be entertained in this connection.

1. General Information to the Candidate:

1. Candidates will have to share the scan filled scanned copy of “**Application form (Annexure-VII)**” and all certificates related to their eligibility initially to programme e-mail id i.e scoesamaimsrpr@gmail.com Candidates filled “**Application form (Annexure-VII)**” will be scrutinized according to the eligibility/work experience mentioned in advertisement and only those candidates will be called for appearing in the interview who found suitable for the respective post. Application form (Annexure-V) will be scrutinized by programme panel members and their decision will be final.
2. Last date for sharing the filled Application form (Annexure-VII) will be till **14th December 2024 5 P.M (Phase 1 Posts) and 20th December 2024 till 5 P.M (Phase 2 posts)**. No further communication will be entertained after above mention date and time.
3. Shortlisted candidates will be intimated for appearing in the interview via mail after “**Application form (Annexure-VII)**” and certificates scrutinizing process.
4. Shortlisted candidates have to download and print the **Application form attached (Annexure-V)** below the advertisement and bring the same with self -attested Xerox copy of the marksheet/certificates at the time of Interview also.
5. The candidate needs to submit the application at the time of Interview as per the format. No change in serial no. order and the heading of column to be made. Annexure may be added as separate sheets, if required.
6. Two recent self- signed passport sized color photographs are to be attached with stapled/pinned on first page of the performa format.
7. Candidate should bring one set of self- attested xerox copy of all relevant marksheet/certificates photocopies of duly filled application form (As per the prescribed performa) and all original certificates of educational qualifications, and experience certificate, identity proof, along with two photographs and set of self-attested photocopies of all certificates and relevant documents at the time of interview.
8. All information / updates pertaining to this advertisement including list of shortlisted candidates, result, joining etc. will be displayed on the AIIMS , Raipur website which is www.aiimsraipur.edu.in
9. No individual intimation will be sent by the AIIMS Raipur to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website.
10. No TA/DA will be paid for attending the interview.



11. Any attempt to unduly influence the selection process will lead to automatic dis-qualification of the applicant.
12. Shortlisting & selection of candidates and final selection will be purely on merit basis which will be finalized by the scrutiny and selection committee and their decision will be final. No representations in this regard will be entertained.
13. For any queries contact or write to scoesamaiimsrpr@gmail.com with the subject line "Recruitment SCoE4N".

2. Terms and Conditions:

- 1.1 It is candidate's responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. Any misinformation detected at any stage will make the candidate disqualified and liable for legal action. Permission to appear in the selection process does not approve the eligibility of the candidate. Even after qualifying the selection process the candidate may be rendered disqualified at the time of document verification if he / she does not fulfil essential eligibility criteria.
- 1.2 The selection will not be an employment on AIIMS Raipur or NHM/UNICEF pay-roll. Employment will automatically terminate upon completion of the tenure mentioned from the day of joining of duties and there is no liability for permanent employment in AIIMS, Raipur or Programme Director. Also, the candidates have no right to claim permanent employment in AIIMS Raipur or NHM/UNICEF based on this job.
- 1.3 Employment of selected candidates will automatically terminate upon completion of contract i.e till 30th June 2025.
- 1.4 Selected candidates have to complete their probation period of 1 month initially from the date of joining and after completion of probation period, candidates' tenure will be extended for further period. Extension of tenure after probation period will purely depend upon the candidate satisfactory performance which will be scrutinized by the Programme Director.
- 1.5 The candidate who is already in Government service shall submit "No Objection Certificate" from the present employer at the time of interview.
- 1.6 Record of this recruitment will be preserved for the period of six months from the date of declaration of the result after the completion of the above period all documents related to this recruitment will stand destroyed.
- 1.7 **Tenure:** The assignments are purely on contract basis for the period starting from or early based on selection process date of joining to 30 June 2025 (6 Months) after completion of probation period. This appointment will not vest any right to claim by the candidate for regular appointment or Permanent absorption in AIIMS Raipur or UNICEF or for continued contractual appointment.
- 1.8 Candidate has to join within 15 days of declaration of result.
- 1.9 Selected Candidates have to submit the "Medical fitness Certificate" from gazetted officer at the time of joining.
- 1.10 Experience certificate will only be issued after completion of three months of tenure.
- 1.11 **Expiry of Contract:** The contract will automatically expire on completion of period specified above until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof. In case of any reported misconduct, the contract will be terminated with immediate effect.
- 1.12 **Accommodation:** No hostel or any other accommodation will be provided by the Institute for attending the interview at any stage of recruitment.



- 1.13 **Leave rule:** Candidate will be entitled for 15 leave on yearly basis (inclusive of all leaves- medical, casual & others during the 6 month contract period starting from 01 January 2025 to 30 June 2025 on pro-rata basis. Leave encashment and carryover of leave for tenure will be not admissible.
- 1.14 Any selected candidate is not allowed to share any programmatic data with anyone without approval of programme director and not allowed to make any statements regarding programme in media and doing so may invite disciplinary action.
- 1.15 Canvassing of any kind will lead to disqualification.
- 1.16 Private practice of any type is prohibited. Candidate is expected to confirm to the rules of conduct and discipline as applicable to the institute employees.
- 1.17 The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
- 1.18 The candidate should not have been convicted by any Court of Law.
- 1.19 In case any information given or declaration by the candidate is found to be false if the candidate has willfully suppressed any material information relevant to his appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
- 1.20 All disputes, controversies or claim shall be subject to the exclusive jurisdiction of court of Raipur, Chhattisgarh.

Annexure I: Sr. No. P1.- District Nutrition Coordinator No. of Posts 15 (UR)

Name of the position: District Nutrition Coordinator

Purpose:

Major duties and responsibilities

- Work closely with DPO-ICDS and CMHO for better coordination and implementation of SAM management/CMAM and AMB Programme as per protocol at facility and the community level.
- Build rapport with different government departments within the district and strengthen district convergence committee for better coordination with establishment of District Nutrition Committee
- Coordinate, facilitate to strengthen data reporting system at the district level and conduct desk review of the data.
- Strengthen the POSHAN Tracker and SAMARTHYA in districts and blocks through continue capacity building of field functionaries, day to day handholding support, data based reviews and continues monitoring
- Coordinating with DPO-ICDS for conducting training related to Poshan Tracker, GMP, CMAM, SAMARTHYA, IYCF, POSHAN Abhiyaan and other nutrition programmes
- Coordinate with NRC for improving BoR, Cure rate and monitoring feeding/medicine protocols along with referral of SAM children at the district level and coordination with PNC wards to improve IYCF practices
- Analyse existing data with regard to few critical behaviors related to growth monitoring, CMAM, referral of children with SAM, IYCF and IFA supply at the district level
- Sharing monthly and quarterly analytical progress reports and recommendations based on the evidence with government departments and , UNICEF at the districts
- Share recommendations for strengthening of essential nutrition interventions
- Collate learnings, good practices from different blocks and share at the district level
- Support districts for development of district convergence action plan for nutrition
- Periodic field visits for supportive supervision (AWW, VHSND, growth monitoring, CMAM sessions, NRC, PNC Wards, sub centre, block/district drug store, Home visits) and facilitate district action based on field observation

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- Technical assistance to districts/blocks
- Facilitate and provide technical assistance in the capacity building of AWWs, Supervisors, CDPOs, and other field functionaries for smooth implementation of POZHAN Tracker, PUSHAN 2.0, CMAM Programme, AMB mission, IYCF Programmes etc.
- Any other responsibilities/tasks provided by ICDS, SCOEN-AIIMS Raipur and reporting and completion of any work assigned by Project Director and Project Coordinator

No. of positions	15 (UR)
Essential qualification	Master's in nutrition, public health, nutritional epidemiology, nutrition, health/nutrition research, health sciences, Master's in social work
Experience, Skills and Competences	<ul style="list-style-type: none">• Minimum 3 years of experience in the field of health and nutrition. Preference can be given to those who has experience on management of children with SAM or any government programs• Experience of CMAM programme implementation at least for a year is must• Should have good communication and skills• Ability to monitor and review data and share with stakeholders• Should be a person of good repute/ character, ethics & without any criminal record. No political affiliations• Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services• Good interpersonal communication skills along with computer skill• Should have a personal laptop /computer and working knowledge of Microsoft Word, Excel and Power point presentation• Familiar with survey tools e.g., Kobotoolbox, google forms etc.• Physically able to move around the project area• Able to facilitate meeting with different stakeholders• Should have coordination and networking skills• Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services• Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset.
Professional Fees	Rs. 40,000 /-per month
Estimated Travel	As per the requirement (Note: Subsistence, Mobility and Contingency support shall be separately provided, to address field travel and related cost incurred by the candidate)
Age limit	Maximum 40 years
Location	At district Head quarter All districts of Chhattisgarh *Headquarter stay is mandatory .
Duration	The project duration is from 01st January 2025 to 30th June 2025 (6 Months). The selected candidate shall be issued an contract till 30th June 2025, which may be extended based on performance, funds availability from the funding agency, and continuing requirement for the position.



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Annexure II: Sr. No. P2.- Block Nutrition Coordinators, No. of Posts 15 (UR)

Name of the position: Block Nutrition Coordinator

Purpose: Work for effective implementation of the nutrition programs at block level in close coordination with Block and District Administration, BMO, CDPO, other line departments/stakeholders and ensure its reach to beneficiaries, households. Strengthening of activities to achieve its desired goals through monitoring, management and convergence of the program.

Major duties and responsibilities

- Work closely with CDPO and BMO for better coordination and implementation of POSHAN Tracker, SAM management/CMAM and AMB program as per protocol at facility and the community level.
- Build rapport with different government departments within the block and strengthen block convergence committee/Block Nutrition Committee for better coordination.
- Coordinate, facilitate to strengthen data reporting system at the block level and conduct desk review of the data.
- Strengthen the POSHAN Tracker and SAMARTHYA in blocks through continue capacity building of field functionaries, day to day handholding support, data based reviews and continues monitoring
- Coordinating with CDPO-ICDS for conducting training related to POSHAN Tracker, GMP, CMAM, POSHAN Abhiyaan, IYCF, SAMARTHYA and other nutrition programs.
- Coordinate with NRC for improving BoR, Cure rate and monitoring feeding/medicine protocols along with referral of SAM children at the block level and coordination with PNC wards to improve IYCF practices
- Analyze existing data with regard to few critical behaviors related to POSHAN Tracker, growth monitoring, CMAM, referral of children with SAM and IFA supply at the district level.
- Sharing monthly and quarterly analytical progress reports and recommendations based on the evidence with government departments at block level.
- Share recommendations for strengthening of essential nutrition interventions at block level.
- Collate learnings, good practices from different sectors and share at the block level.
- Support block for development of block convergence action plan for nutrition.
- Periodic field visits for supportive supervision (AWW, VHSND, growth monitoring, CMAM sessions, NRC, sub-centre, block drug store, Home Visits) and facilitate block action based on field observations.
- Technical assistance to blocks/field/household.
- Facilitate and provide technical assistance in the capacity building of AWWs, Supervisors, CDPOs, and other field functionaries for smooth implementation of POSHAN Tracker, Poshan Abhiyaan, CMAM Programme, IYCF, AMB mission etc.
- Any other responsibilities/tasks provided by ICDS, SCOE4N-AIIMS Raipur and reporting and completion of any work assigned by Project Director and Project Coordinator.
- Any other responsibilities/tasks provided by SCOE4N and UNICEF.

Eligibility criteria:

No. of position	15 (At block level)
Essential qualification	Master's in Nutrition, Public Health, Nutritional Epidemiology, Health/Nutrition Research, Policy and/or Management, Health Sciences, or another Health-related science field/Master's in Social Work or any similar courses/discipline OR Any post graduate degree holder with relevant experience may also apply *Preference will be given to Nutrition and Health degree holders with relevant experience.

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Experience, Skills and Competences	<ul style="list-style-type: none">• 2-3 years of experience in the field of Health and Nutrition. Preference can be given to those who has experience on management of children with SAM or any government programs.• Experience of Community based management of Acute Malnutrition program implementation would be an asset.• Should have good communication and skills.• Ability to monitor and review data and share with stakeholders.• Should be a person of good repute/ character, ethics & without any criminal record. No political affiliations.• Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services.• Good interpersonal communication skills along with computer skill• Should have a working knowledge of Microsoft Word, Excel and Power point presentation.• Familiar with survey tools e.g., Kobo toolbox, Google forms etc.• Physically able to move around the project area.• Able to facilitate meeting with different stakeholders.• Should have coordination and networking skills.• Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services.• Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset.
Professional Fees	Rs. 25,000 /-per month (Consolidated).
Estimated Travel	As per the requirement (Note: Subsistence, Mobility and Contingency support shall be separately provided, to address field travel and related cost incurred by the candidate)
Age limit	Below 40 years (as on the date of Interview).
Location	Blocks of Mohla-Manpur-Ambagadh Chowki, Mahasamund, Kanker, Kondagaon, Narayanpur and Dantewada districts *Headquarter stay is mandatory
Duration	The project duration is from 01 st January 2025 to 30 th June 2025 (6 Months). The selected candidate shall be issued an contract till 30 th June 2025, which may be extended based on performance, funds availability from the funding agency, and continuing requirement for the position.
Note	Eligibility criteria may be relaxed as and when required.

Annexure III: Sr. No. P3- Statistician/Data Manager- No. of Posts - 01 (UR)

Name of the position: Statistician/ Data Manager

Purpose: Under the direct supervision of Principal Investigator- SCOE, State Nutrition Coordinator (MIS) will be placed with SCOE4Nto analyze the situation of program with analytical findings and perform following duties.

Major duties and responsibilities (including but not limited to):

- Facilitate data analysis and review meetings with block and district officials/teams to review the programme indicators for nutrition and CMAM programme.

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Programme Director
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- Support state level review meetings with SCOE4N officials, District Coordinators, State and District officials and support staff through data analysis.
- Organize and conduct state level trainings on streamlining data systems and MIS to support CMAM and other nutrition interventions reporting mechanism
- Support SCOE4N to develop online monitoring mechanism for district team and state officials and generate monthly monitoring reports.
- Documentation/ developing progress reports/ annual reports and sharing of best practices/success stories for various nutrition related MIS and CMAM programme.
- Facilitate planning and capacity development on MIS for POSHAN Tracker, CMAM, IYCF and AMB in collaboration with SCOE, UNICEF, DWCD and NHM.
- Extend support in research studies planning, data collection and data analysis
- Develop quarterly self-assessment status based on the performance assessment tool.
- Share recommendations for strengthening of essential nutrition interventions.
- Collate learnings, good practices from different blocks and share at the district level
- Any other task delegated by the authority.
- Reporting and completion of any work assigned by Project Director and Project Coordinator.
- Monthly/quarterly assessment of the data collected by the District Coordinators.
- Any other responsibilities/tasks provided by SCOE4N and UNICEF.

Eligibility criteria:

No. of position	01
Essential qualification	Applicants must have a post-graduate degree in Statistics, Information technology, Data management, Health Informatics, Public Health Nutrition, Health Management, Health Administration, Epidemiology/Social Science or related field.
Experience	<ul style="list-style-type: none">• At least 3 years of experience of handling data especially in nutrition projects and the Health and ICDS system is essential.• Experience of managing programs with nutrition /health programs and knowledge of HMIS, POSHAN Tracker is preferred.• Experience of working at State level in close coordination with Government Officials is desirable.• Previous experience of working with any academia or UN organization will be of added value.
Skills and competencies	<ul style="list-style-type: none">• Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective relationships with governmental, non-governmental and civil society organizations.• Should be able to develop Applications/programmes for data management online.• Skills and knowledge in managing community based public health, livelihood, rural development and nutrition programs including capacity building is essential• Knowledge of computer applications (Word, Excel, Power Point, other presentation software) is must and knowledge and understanding of statistical tools like SPSS, STATA, Atlas TI, Epi Info etc. and familiarity with the KoBoToolbox, Google forms etc. added advantage.• Ability to work in harmony with the partners and maintaining poise in difficult situations.• Experience in data analysis and report writing is essential.

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	<ul style="list-style-type: none">• Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset.• Willingness to travel to all districts of Chhattisgarh.
Professional Fees	Rs. 35,000 /- per month (Consolidated).
Estimated Travel	Minimum 5 days in a month (Note: Subsistence, Mobility and Contingency support shall be separately provided, to address field travel and related cost incurred by the candidate)
Age limit	Below 40 years (as on the last date of application).
Location	State Center of Excellence for SAM Management- Dept of pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh
Duration	The project duration is from 01st January 2025 to 30th June 2025 (6 Months). The selected candidate shall be issued an contract till 30th June 2025, which may be extended based on performance, funds availability from the funding agency, and continuing requirement for the position.

Annexure –IV: Sr. No.P4– Cook cum care taker UR-2

Name of the position: Cook cum care taker

Major duties and responsibilities

- Preparing therapeutic diet (F-75,F-100 and Food-based Diet) for children as prescribed by the Pediatrician under the supervision of the Nutrition Counselor.
- Involving mothers & care givers of admitted children in the preparation of such therapeutic food.
- Preparing appropriate food for the mothers/caregivers as per approved weekly menu.
- Purchasing daily requirements such as groceries, milk, etc. locally under the supervision of the Nutrition Counselor.
- Cleaning the utensils, kitchen & the equipment used in the kitchen for the preparation of food.
- Reporting and completion of any work assigned by Project Director and Project Coordinator.

Essential qualification	*12 th class pass from recognized board
Desirable	Certificate Course in Dietetics.(1 Year Minimum) will be preferred for short listing in interview
Experience	*Working experience in medical facility as a cook for at least 1 year will be preferred for short listing in interview.
Professional Fees	Rs 10,067/- per month
Age limit	30 years
Location	State Centre Of Excellence for Nutrition Interventions ,Dept of pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh
Duration	The project duration is from 01st January 2025 to 30th June 2025 (6 Months). The selected candidate shall be issued an contract till 30th June 2025, which may be extended based on performance, funds availability from the funding agency, and continuing requirement for the position.
Note	Eligibility criteria may be relaxed as and when required.

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Programme Director
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Annexure –V Sr. No. 5 - State IYCF Coordinator UR-1

Name of the position –State IYCF Coordinator

Major duties and responsibilities

- In convergence with health department, strengthens health facility-level interventions to promote early initiation of breastfeeding across the state.
- Prepare Standard operating procedure (SOP) for Breastfeeding Corners, IYCF Counseling Centers, labor rooms and other health facilities supporting IYCF practices
- Support health department for effective implementation of MAA programme
- Review existing State IYCF Guideline and support for its revision in state context
- Support SIHFW for reviewing IYCF training package and modifying in state context and strengthening DTT teams through revised training package
- Support in creation of pool of master trainers
- Facilitate conduction of IYCF trainings for health facility staff (functional delivery points) and field functionaries in coordination with SIHFW (through NHM funds)
- Integrate '10 steps of breastfeeding' with DQAC in coordination with QA cell, State Health Society.
- Supporting IYCF training of Mos and ANMs/SNs of all functional delivery points.
- Analyze assessment report of health facilities for decision making and advocacy with those data.
- Support for BFHI accreditation for health facilities of state
- Support in implementing web-based MIS for IYCF related activities and programmes
- Establish review mechanism at district and state level and take necessary actions
- Review the program as per workplan and take necessary action
- Manage financial activities of the project and any other work assigned by the Project director/ Funding agency
- Reporting and completion of any work assigned by Project Director and Project Coordinator.

No. of Position	01
Essential qualification	Applicants must have MBBS with Public Health, BDS with master's in public health, AYUSH Graduate with master's in public health, Master degree from a recognized university in one of the disciplines: Nutrition, Public Health; Health Sciences; Rural Development; Rural management or other Management Education with at least 3 years of progressive experience of working with government health and nutrition programs at multiple levels of which at least 2years at State level.
Experience	<ul style="list-style-type: none"> • With 3 -5 years of experience in the field of health and nutrition. Preference can be given to those who has experience on IYCF related projects and programme or any government programs • Experience of managing large team of support staff at State and District level for nutrition /health programs • Experience of working at State level in close coordination with Government Officials is desirable • Previous experience of working with UNICEF or any other UN organization will be of added value.
Skills and competencies	<ul style="list-style-type: none"> • Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective relationships with governmental, non-governmental and civil society organizations • Ability to work in harmony with the partners and maintaining poise in difficult situations.

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 Programme Director
 राज्य पोषण संशोधन एवं प्रशिक्षण केंद्र
 State Centre of Excellence for Nutrition Interventions



	<ul style="list-style-type: none">• Physically able to move around the project area and willingness to travel to all districts of Chhattisgarh• Should be a person of good repute/ character, ethics & without any criminal record. No political affiliations• Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services• Good interpersonal communication skills along with computer skill• Should have a personal laptop /computer and expertise in Microsoft Word, Excel and Power point presentation• Able to facilitate meeting with different stakeholders• Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset.
Professional Fees	For applicants with Master's in nutrition, public health, nutritional epidemiology, global/international health and nutrition, health/nutrition research, policy and/or management, health sciences, nutritional epidemiology, or another health-related science field with 5 years of professional experience – Rs. 70,000 per month (Note: Subsistence, Mobility and Contingency support shall be separately provided, to address field travel and related cost incurred by the candidate)
Estimated Travel	Minimum 5 days in a month
Age limit	Below 45 years (as on the last date of application). Age relaxation may be given to deserving candidates by the competent selection committee (As per Government of India norms)
Location	SCoE4N, Dept of pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh
Duration	The project duration is from 01 st January 2025 to 30 th June 2025 (6 Months). The selected candidate shall be issued an contract till 30 th June 2025, which may be extended based on performance, funds availability from the funding agency, and continuing requirement for the position.

Annexure –VI S.No.6- State COE Admin Coordinator - 01 (UR)

Name of the Position: State COE Admin Coordinator

Purpose : Under the direct supervision of Principal Investigator- SCOE, State COE Admin Coordinator will be placed with Department of Public Health, AIIMS Raipur and perform following duties.

Major duties and responsibilities (including but not limited to):

1. Oversee and manage the daily administrative operations of State Center of Excellence for Nutrition
2. Providing support for motivating all the project team members to achieve highest standard of the project objective within the time frame.
3. Develop and implement internal project specific HR policies and procedures based on AIIMS Raipur extramural projects guidelines.
4. Coordinate and support recruitment process and onboarding of State team of SCOE4N, District and Block Nutrition Coordinators
5. Organize timely virtual/face to face orientation sessions for District and Block Nutrition Coordinators to familiarize new employees with organizational policies, procedures and culture.
6. Resolve HR related issues and queries for team of SCOE4N, District and Block Nutrition Coordinators.
7. Develop grievance redressal system and manage employee records and ensure confidentiality.



8. Develop system for daily tracking of District and Block Nutrition Coordinators for their daily workplans, field visits and sharing of timely updates.
9. Develop system for tele calling with District and Block Nutrition Coordinators for feedback mechanism and monitoring of movements.
10. Organize virtual/face to face workshops, seminars, development programmes and training sessions for District and Block teams to enhance reporting and documentation skills and knowledge.
11. Develop score card-based performance appraisal system for District and Block Nutrition Coordinators
12. Coordination with team of District and Block coordinators for timely submission of reports and travel claims.
13. Collate monthly reports, good practices from different districts and share at the state level with internal team, SCOEN, UNICEF and government.
14. Assist in the preparation and management of the budget for State center of Excellence for Nutrition
15. Coordination with funding agencies and department along with account section for oversight support on timely submission of budget requests, reports and documentation.
16. Coordinate with accounts office and support timely management of expenditure through continued monitoring and development of expenditure reports. Coordinate with funding agency to complete tasks in agreed timelines.
17. Coordinate with store office and vendors and support procurement process of AIIMS Raipur for office supplies and equipment. Ensure timely payments and completion of work.
18. Maintain all the standard and guideline of AIIMS Raipur and funding agencies as applicable to the project.
19. Any other responsibilities/tasks provided by SCOEN and UNICEF

Monthly Deliverables:

- Monthly Progress Report
- Field visit observation report

Qualifications/ Specialized knowledge/ experience required:

No. of Position	01
Essential qualification	Applicants must have Master's in nutrition, public health, nutritional epidemiology, global/international health and nutrition, health/nutrition research, policy and/or management, health sciences, nutritional epidemiology, or another health-related science field. Master's in social work or any similar courses/discipline
Experience	<ul style="list-style-type: none">• With 5 -10 years of experience in the field of health and nutrition. Preference can be given to those who has experience on management of children with SAM or any government programs• Experience of managing large team of support staff at State and District level for nutrition /health programs• Experience of working at State level in close coordination with Government Officials is desirable• Should be thorough with managing admin procedures• Previous experience of working with UNICEF or any other UN organization will be of added value.
Skills and competencies	<ul style="list-style-type: none">• Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective relationships with governmental, non-governmental and civil society organizations• Ability to work in harmony with the partners and maintaining poise in difficult situations.

कार्यक्रम निदेशक

Programme Director



सर्वेभ्यो भूयः भवतः

State Centre of Excellence for Nutrition Interventions

बाल एवं शिशु रोग विभाग

Department of Pediatrics

अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़

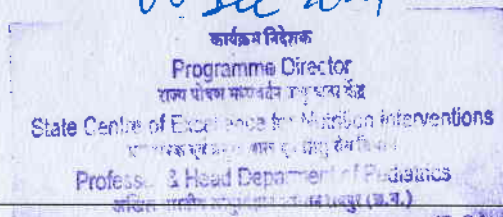
All India Institute of Medical Sciences, Raipur (CG)

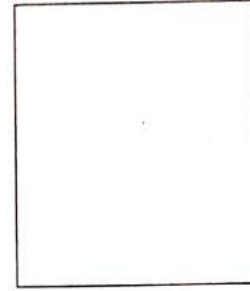
	<ul style="list-style-type: none">• Physically able to move around the project area and willingness to travel to all districts of Chhattisgarh• Should be a person of good repute/ character, ethics & without any criminal record. No political affiliations• Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services• Good interpersonal communication skills along with computer skill• Should have a personal laptop /computer and expertise in Microsoft Word, Excel and Power point presentation• Able to facilitate meeting with different stakeholders• Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset.
Professional Fees	For applicants with Master's in nutrition, public health, nutritional epidemiology, global/international health and nutrition, health/nutrition research, policy and/or management, health sciences, nutritional epidemiology, or another health-related science field with 5 years of professional experience – Rs. 60,000 per month (Note: Subsistence, Mobility and Contingency support shall be separately provided, to address field travel and related cost incurred by the candidate)
Estimated Travel	Minimum 5 days in a month
Age limit	Below 45 years (as on the last date of application). Age relaxation may be given to deserving candidates by the competent selection committee (As per Government of India norms)
Location	SCoE4N, Dept of pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh
Duration	The project duration is from 01 st January 2025 to 30 th June 2025 (6 Months). The selected candidate shall be issued an contract till 30 th June 2025, which may be extended based on performance, funds availability from the funding agency, and continuing requirement for the position.

Anil Kumar Goel

Prof.(Dr.) Anil Kumar Goel
Programme Director (SCoE4N)
Professor and Head
Department of Pediatrics, AIIMS Raipur

06 Dec 2024





ANNEXURE VII APPLICATION FORM

Name of the Position applying:

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Serial number of the position as per advertisement:

PERSONAL DETAILS	
Name of the candidate (in block letter):	
Name of Father/Mother/Husband/Guardian:	
Whether candidate is state/central government employee	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes furnish Non objection certificate
Postal Address (current):	
Postal address (permanent):	
Pin Number:	
City and State :	
Contact number :	
Email Id :	
Date of Birth (DD/MM/YY)	
Gender : (Male/Female/other	
Caste: (Gen/ST/SC/OBC/EWS)	

Tatibandh, GE Road, Raipur - 492 099 (CG)

Handwritten signature

कार्यक्रम निदेशक
Programme Director
mail: scoesamainstpr@gmail.com
State Centre of Excellence for Nutrition Interventions
प्रामाण्यक एवं प्रमुख बाल एवं शिशु रोग विभाग



I. EDUCATIONAL QUALIFICATION (Start from highest degree)

Name of degree/diploma	Subject/ Discipline	University/ Institute/ College	Year of Passing final examination	Marks Obtained (Percentage)	For office use only Verified (Y/N)

II. Any specific training/ awards/ publication/achievement in the required field:

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कार्यक्रम निदेशक
 Programme Director
 राज्य पोषण मासुखर्तन उत्कृष्टता केंद्र
 State Centre of Excellence for Nutrition Interventions
 प्राध्यापक एवं प्रमुख बाल एवं शिशु रोग विभाग
 Professor & Head Department of Pediatrics
 अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छ.ग.)
 All India Institute of Medical Sciences Raipur (CG)
 Email: raipur@aiimsrpr@gmail.com

Tatibandh, GE Road, Raipur - 492 099 (CG)



III. Work Experience

Details of employments (in chronological order) enclose separate sheet, duly authenticated by your signature if the space below is insufficient.

SN	Name of the Office/Institute/ Organization)	Post Held	Duration of Experience		Total Duration of Experience Year(s), Month(s), day(s)	Nature of Duties
			From	To		
1.						
2.						
3.						
4.						
5.						
Total work experience	 Year(s)..... Month(s) Day(s)				

Tatibandh, GE Road, Raipur - 492 099 (CG)

[Handwritten Signature]

Programme Director
 राज्य पोषण पर्यवर्तन उत्कृष्टता केंद्र
 State Centre of Excellence for Nutrition Interventions
 mail: scoes@aiimsraipur@gmail.com
 Professor & Head Department of Pediatrics
 अखिल भारतीय आयुर्विज्ञान संस्थान रायपुर (छ. ग.)



- If any other relevant work experience: (plz add extra sheets) mention details of extra sheets added , if any :
- If selected, what period would you require for joining the post:

I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished here in if found to be incorrect or false, then I shall be liable for action as per rules in force.

Name of Candidate:

Signature of Candidate:

Date

Place

Tatibandh, GE Road, Raipur - 492 099 (CG)

Ar

Programme Director
राज्य पोषण संशोधन प्रकल्पका केन्द्र
State Centre of Excellence for Nutrition Interventions
प्रमुख एवं प्रमुख बाल एवं शिशु रोग विभाग
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