



Centre for North East Studies and Policy Research (C-NES) (North-east Office)

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C-NES Regional Office, Guwahati invites online applications for appointment on contractual basis for the following position under Boat Clinic Program supported by NHM, Govt. of Assam. Candidates can apply at officeasstguwahati@c-nes.org on or before 19th January 2025. Candidates not having the requisite qualification and other criteria need not apply.

1) Assistant Program Manager: Full Time Masters in Public Health / Social Works / Hospital Administration from a recognized University. Experience: 3 years & above in a reputed NGO/government sector missions, public health/education and livelihood program implementation and management with basic knowledge in financial management.

a) Job responsibility of Assistant Program Manager –

- i) You will be under the supervision of the Managing Trustee and Program Manager and report directly to the latter.
- ii) You will work in close coordination with the Program Management Unit (PMU) at Regional Office Guwahati
- iii) Your job role will be to supervise the **Health Service Program** to the vulnerable island communities in the **Districts of Assam** where **Boat Clinics** are operational under the PPP with National Health Mission (NHM).
- iv) You will be required to liaise with NHM, Government Health & Administrative Departments & NGOs, and IWT officials, both at the State and District Level as well as UNICEF.
- v) Your role will require extensive travel to different operational districts in order to lead and guide the District Program Unit team.
- vi) You will submit monthly reports on the activities of the projects and also make evaluation and assessment of individual units.
- vii) Your job responsibility will require you to plan, execute and prepare projects/reports/presentations etc. adhering to strict deadlines, liaise with project stakeholders on an ongoing basis, identify and resolve issues/problems within the team.
- viii) You will not associate with any other work that involves financial gain during your engagement with C-NES.
- ix) You will not share information gained or gathered during the course of your engagement with any individual or group for purpose either for dissemination or profit.
- x) You will conduct yourself at all times in a manner that will bring credit to the project and C-NES.
- xi) Your role as Assistant Program Manager may demand of you that you undertake any other work relevant to/associated with this project and C-NES and which may be assigned from time to time by the **Program Manager** on behalf of or directly by the **Managing Trustee**.

- b) Emolument:** You would be paid an amount of **Rs. 30,000/- (Rupees Thirty Thousand only)** (Consolidated) as remuneration per month with coverage of annual Accidental and Medical insurance. Income tax (TDS) and Professional Tax will be deducted at source as per rules.