



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 16th March 2026. 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: 1 years & above in a reputed NGO/government sector missions, public health/education and livelihood program implementation and management with basic knowledge in financial management.

Job responsibility of Assistant Program Manager (APM) –

- i) APM will be under the supervision of the Managing Trustee and Program Manager and report directly to the latter.
- ii) APM will work in close coordination with the Program Management Unit (PMU) at Regional Office Guwahati
- iii) The 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 PPP with **National Health Mission (NHM)**.
- iv) He/She 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 UN agencies and funding agencies for other projects under C-NES.
- v) The role will require extensive travel to different operational districts in order to lead and guide the District Program Unit teams.
- vi) APM will maintain data received from the districts and submit monthly reports on the activities of the projects and also make evaluation and assessment of individual units.
- vii) The 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) He/She will not associate with any other work that involves financial gain during the engagement with C-NES.
- ix) He/She 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) APM will conduct at all times in a manner that will bring credit to the project and C-NES.
- xi) The role as Assistant Program Manager may demand to undertake any other work relevant to/associated with this project and C-NES which may be assigned from time to time by the **Program Manager** on behalf of or directly by the **Managing Trustee**.

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.