



**TATA INSTITUTE OF SOCIAL SCIENCES**  
**V.N. Purav Marg, Deonar, Mumbai 400 088**  
(A Deemed University under Section 3 of the UGC Act, 1956)

**14 October 2025**

**Applications are invited** for the engagement of qualified candidates for multiple positions under the project titled **"Independent Monitoring and Supervision of Primary Health Care Provisioning through Health and Wellness Centers in the State of Uttarakhand,"** being implemented as part of the Ayushman Arogya Mandir initiative. The project requires competent human resources for both field-based monitoring and supervision activities as well as office-based project management and coordination functions across various districts of Uttarakhand.

**Summary of Positions**

| <b>Sr. No.</b> | <b>Position</b>      | <b>No. of Position</b> | <b>Remuneration (Gross per month)</b> | <b>Location</b> |
|----------------|----------------------|------------------------|---------------------------------------|-----------------|
| 1              | Program Coordinators | 10                     | Rs. 65000                             | Uttarakhand     |
| 2              | Data Analyst         | 1                      | Rs. 60500                             | Mumbai          |
| 3              | Field Investigators  | 29                     | Rs. 35000                             | Uttarakhand     |
| 4              | Accountant           | 1                      | Rs. 45000                             | Mumbai          |
| 5.             | Research Officer     | 1                      | Rs. 45000                             | Mumbai          |

**Detailed description of the position**

**1. Program Coordinator- 10 Positions**

**Essential Qualifications**

- Master's Degree in Health Sciences, Public Health, Hospital Administration, Social Sciences, and allied fields, and three years of work experience in project implementation work.

**Desired Profile/Skills**

- Good written and spoken English skills.
- Good working skills in Excel and PowerPoint.
- Preference will be given to the candidate who has graduated from any of the mentioned medical fields, MBBS/BDS/BUMS/BAMS.

**Key Responsibilities**

- Report to the program executives of the district.
- Assist the block team in program implementation matters related to the project.
- Create and curate relevant ideas to improve program performance at the block level.
- Assist the block-level team in training, monitoring, and evaluating the project as per the program-related indicators.
- Assist in report writing and preparing monthly program reports at the block level.
- Draft and write reports on the successful intervention of the programs at the block level.
- Develop collaborations with public and private stakeholders of the project institutions at the block level.

- Administrative matters related to the project office and work at the block level.
- Undertake compulsory field visits to their respective districts for supervision, monitoring, and support.

**Remuneration:** Gross monthly remuneration of Rs. 65000

**Location:** Uttarakhand

## **2. Data Analyst – One position**

### **Essential Qualifications**

- Master's Degree in Statistics, Geography, Data Science, Public Health, Epidemiology, Health Informatics, Computer Science, Economics, or allied fields.

### **Desired Profile/Skills**

- Minimum 3 years of relevant work experience in data analysis, preferably in health/development sector projects. Strong skills in statistical software (SPSS/Stata/R), database management, MS Excel, and data visualization tools (Power BI/Tableau). Should also be an IT expert capable of developing applications and dashboards.
- Experience in handling large datasets in health/public health projects; ability to generate insights for program planning and policy.

### **Key Responsibilities**

- Report to the Principal Investigator (PI) and CO-PI of the project.
- Collect, clean, and manage datasets from district and block-level teams.
- Conduct statistical analysis and interpret health program data in line with project objectives.
- Prepare monthly, quarterly, and annual analytical reports.
- Develop and maintain applications, dashboards, infographics, and visualizations to track project progress.
- Provide technical support to Program Coordinators and Field Investigators in data reporting and quality assurance.
- Support training sessions on data collection, reporting, and digital tools for field teams.
- Contribute to research publications, case studies, and policy briefs arising from project data.

**Remuneration:** Gross monthly remuneration of Rs. 60500

**Location:** Mumbai

## **3. Field Investigator – 29 Positions**

### **Qualification**

- Graduate in any field.

### **Desired Profile/Skills**

- Two years of work experience in project implementation, management, and field work.
- Strong written and verbal communication skills.

### **Key Responsibilities**

- Report to the Program Coordinators of the related district.
- Assist the field team in program-related implementation matters related to the project.
- Create and curate relevant ideas to improve the program's operational performance at block-level offices.

- Assist the block-level team and participate in implementation training, monitoring, and evaluating the project's implementation performance as per the program-related indicators at the block level.
- Assist in the implementation and field-related issues of the project at the block level.
- Contribute data and report writing, and prepare the monthly program's progress reports.
- Draft and write need-based reports on successful interventions of the programs at the block level, like case studies.
- Develop collaborations with the project institutions' team and public and private stakeholders at the block level.
- Implementation and operational matters related to the project office at the block and work at the community level.
- Manage the matters related to program implementation and the daily activities of the project.
- Work with and motivate the fellow block-level team to improve program performance.
- Contribute to monitoring and evaluating the block-level work to improve their work performance.

**Remuneration:** Gross monthly remuneration of Rs. 35000

**Location:** Uttarakhand

#### **4. Accountant – One position**

##### **Qualification and Desired Profile/Skills**

- Bachelor's degree in commerce, accountancy, and allied sciences.
- Two years of work experience in project finance and accounts management work.
- Good writing and speaking skills.

##### **Key Responsibilities**

- Report to the PI of the project.
- Assist the district team in program-related financial matters related to the project.
- Contribute to program improvements and innovations to improve the program's financial performance at the district and block level.
- Assist the district and block level team in financial training, monitoring, and evaluating the project expenses as per the program-related indicators.
- Assist in financial report writing and preparing the program's financial reports.
- Draft and write financial reports on the successful intervention of the programs at the block and district levels.
- Develop collaborations with the team and public and private stakeholders of the project institutions at the block level.
- Administrative and financial matters related to the project office and work at the district level.

**Remuneration:** Gross monthly remuneration of Rs. 45000

**Location:** Mumbai

#### **5. Research Officer – One Position**

##### **Qualification and Desired Profile/Skills**

- Master's Degree in Statistics, Geography, Data Science, Public Health, Epidemiology, Health Informatics, Computer Science, Economics, or allied fields.

##### **Key Responsibilities**

- Report to the PI and CO-PI of the project.
- Strong skills in statistical software (SPSS/Stata etc), database management, MS Excel, and data visualization tools.
- Assist the district team in program-related administrative matters related to the project.
- Assist the district and block level team in administrative training, monitoring, and evaluating the project's administrative and implementation expenses per the program-related indicators.
- Carrying out the required administrative and logistic operations of the project.
- Manage schedules and documentation.
- Should be willing to take up tasks apart from those that are specified as per the requirements of the project, and carry out additional duties and responsibilities as required from time to time.

**Remuneration:** Gross monthly remuneration of Rs. 45000

**Location:** Mumbai

### **Duration of the appointments**

The appointment will be for a period of 6 months, i.e., until March 2026, and may be extended based on performance and project requirements.

### **Other Conditions**

- The Institute reserves the right not to fill the advertised positions.
- Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for the interview in case of a high response.
- No queries or correspondence regarding the issue of the call letter for the selection of candidates for the post will be entertained at any stage.
- It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying, in accordance with the prescribed qualifications, experience, etc, and submit his/her application duly filled in along with the desired information and documents as per the advertisement. Suppressing factual information, supplying fake documents, providing false or misleading information, or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point in time in the future, even after the appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.
- In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
- No TA/DA is payable to appear for the interview if it is held at the project area premises.
- In case of any inadvertent error in the advertisement and in the recruitment process, which may be detected at any stage, even after issue of appointment order, the project management team reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).

### **How to apply**

#### **Application process and interview**

- Interested candidates may send their updated curriculum vitae by email to [imsphc.uk@gmail.com](mailto:imsphc.uk@gmail.com) (with the position name clearly mentioned in the subject line; Candidates are requested to submit their CVs by **22<sup>nd</sup> October 2025** and ensure the file is named as follows: **[PositionName]\_[YourName]** (e.g., *Program\_Coordinator\_XYZ* or *Field\_Investigator\_XYZ*).
- The last date for submission of applications is **22 October 2025**.
- Selected candidates are expected to join within 7 days of receiving the appointment offer.

Project Leader