



# CENTRE FOR CHRONIC DISEASE CONTROL

**Position Vacant: Program Coordinator**

**Number of Position: One (1)**

**Location: New Delhi**

**Organization Name:** Centre for Chronic Disease Control (CCDC)

**Company Profile:** Company Profile: - Centre for Chronic Disease Control (CCDC) is a not-for-profit research organization of health professionals and social scientists engaged in knowledge generation and knowledge translation for the prevention and control of non-communicable (chronic) diseases in varied settings of the developing countries. CCDC has been recognized as a Scientific and Industrial Research Organization (SIRO) by Department of Scientific & Industrial Research (DSIR), Ministry of Science and Technology, Government of India. CCDC also holds recognition as a WHO Collaborating Centre for Surveillance, Capacity Building and Translational Research in Cardio-metabolic diseases and is an Indian Council of Medical Research (ICMR) Collaborating Centre of Excellence.

**Project Brief:**

This project is designated a research of national health priority and is implementation research to strengthen the delivery of services for NCDs in the public health care delivery system. In this project, study team will work closely with implementers in the primary health centres, community health centres and district hospital. There are gaps in health care delivery such as interrupted supply of drugs, no guideline-based management, doctor centred care processes with no team-based care, no counselling for lifestyle modification that are well known. This project aims to strengthen these gaps through known evidence-based interventions such as decision support tools and strengthening supply chain for drugs.

**Job Description:**

The Program Coordinator will contribute to the implementation of this research study in the following manner:

- Serve as associate focal point for the program secretariat for communication with all stakeholders involved.
- Conduct secondary research as per the needs of the program.
- Plan, coordinate and assist in conducting on site data collection.
- Position requires travel to the project sites.
- Prepare questionnaires data collection and assessment questionnaires as per project requirement.
- Support in data analysis using qualitative and quantitative research tools/software.
- Coordinate all on field program implementation activities.
- Preparing and disseminating in-advance micro-plans for seamless coordination and communication between partners.
- Contribute to writing proposals, documentation papers and reports.
- Support overall operations related to conduction of the study.
- Prepare and disseminate an advanced plan including critical key activities and milestones, adhering to timelines, resources requirement and utilization plan for key components, structure/mechanism to identify bottlenecks, develop algorithms to keep track of process and progress of study.
- Prepare and conduct monitoring and feedback activities for quality assurance.
- Support in content curation and development of training resource material pertinent to the program in implementation science, research methods, digital health, biostatistics, etc.
- Play an integral Role in organizing and managing meetings; this involves human resource and logistical issues.
- Draft program progress reports, as well as any other reports as per the requirement of the program or as designated by Deputy Director/ Program Lead.
- Attend and participate in stakeholders meetings, and other meetings as needed.
- Report on a day-to-day basis to the Project Manager regarding project and seek timely advice wherever necessary.
- Any other task as assigned by the Supervisor & Project PI.

**Competencies/ Skill sets required:**

- Education: MBBS/ BDS/ BHMS/ BAMS/ BPT with MPH or MSc in Public Health
- Two – four years of work experience in large implementation research projects
- Excellent research skills
- Publications in high impact journals will be desirable
- Experience with qualitative and quantitative research tools- Epi, Stata, R, SPSS, NVivo, ATLAS.ti, Provalis, MAXQDA, etc.
- Previous experience in conducting literature and desk reviews
- Ability to work well as part of a team and independently
- Excellent communication and interpersonal skills
- Excellent ability to read, write and speak in Hindi and English

**Compensation:** Commensurate with experience and qualification

Please send detailed CV to [jobs@ccdcindia.org](mailto:jobs@ccdcindia.org) with the title “**Program Coordinator**” in the subject line. Last date for sending your application is **10<sup>th</sup> February 2024**. Only shortlisted candidates will be contacted for the interview.