



CENTRE FOR CHRONIC DISEASE CONTROL

Position Vacant: Program Manager
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: The project is designed to tackle rural healthcare challenges in India, strategically addressing the dual burden of diseases with a transformative digital approach. Focused on empowering local health systems and communities, the project advocates for a paradigm shift by establishing Smart Villages aligned with national Health and Wellness Centre and National Health Mission frameworks. The program will encompass upgrading primary care facilities with innovative digital interventions, introducing digital referral pathways, and fostering community engagement.
Job Description: The Program Manager will contribute to the implementation of this research study in the following manner: <ul style="list-style-type: none">▪ Serve as focal point for the program secretariat for communication with all stakeholders involved.▪ Coordinate and 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.▪ Lead efforts 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.▪ Manage 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 activities for quality assurance.▪ Lead content curation and development of training resource material pertinent to the program in implementation science, research methods, digital health, biostatistics, etc.▪ Plan, organize and manage all program meetings and workshops; 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 Program Lead regarding project and seek timely advice wherever necessary.▪ Any other task as assigned by the Supervisor & Project PI.
Competencies/ Skill sets required:



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- Education: MBBS/ BDS/ BHMS/ BAMS/ BPT with MPH or MSc in Public Health
- Five to six years of work experience in large implementation research projects
- Excellent research skills
- Publications in high impact journals
- Experience of working in large national and state-level programs
- 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 with the title “**Program Manager**” in the subject line. Last date for sending your application is **10th February 2024**. Only shortlisted candidates will be contacted for the interview.