

Name of the Position: Clerical Assistant (RRTC Coordinator): 1 Position

Location: Name of the Medical College- Dr. Ram Manohar Lohia Institute of Medical Sciences, Lucknow.

Reports to: RRTC Nodal, Deptt of Obstetrics and Gynecology, Dr. Ram Manohar Lohia Institute of Medical Sciences, Lucknow.

Background

Dr. Ram Manohar Lohia Institute of Medical Sciences is collaborating with Uttar Pradesh Technical Support Unit-(UP-TSU) India Health Action Trust (IHAT) in the Regional Resource Training Centers (RRTC) Program, aiming at capacity building of FRU Doctors of Public Health Facilities in 75 Districts of Uttar Pradesh to improve maternal and new born health outcomes.

Dr. Ram Manohar Lohia Institute of Medical Sciences invites applications for the following position from competent and committed persons -

Job Summary

Clerical Assistant (RRTC Coordinator)– RRTC Program: He/She will support Nodal Officer Regional Resource Training Centre, Dr. Ram Manohar Lohia Institute of Medical Sciences .This support will include following key responsibilities-

Key Responsibilities:

- Work closely with the supervisor/other faculty members/programmatic linkage on setting program priorities and directions.
- Participate in development and preparation of reports/documents.
- Provide support in all training of doctors from selected facilities under the program which will include training calendar, batch formation, coordination with Specialists/ Medical Officers, coordination with faculty Master Trainers and all logistic arrangements for the training.
- keep record/data of all trainings and Specialists/ Medical Officers posted at each facility
- Prepare calendar for on-site mentoring visits to selected FRUs.
- Support in issuing training/mentoring visit letters to CMSs, Government and UPTSU-IHAT
- Coordination with Faculty and CMSs for on-site mentoring visits.
- Responsible for all logistics for on-site visits including carrying of all required resource material/ check lists/mannequins.
- Undertake visit to FRUs with faculty for logistic support.
- Assist in establishing skill lab and will be responsible for its up-keep.
- Maintain all records of field visits.

- keep all expenditure statements and financial records.
- Prepare quarterly expenditure report.
- Share progress report with RRTC Nodal at Medical College/UPTSU-IHAT as and when required.
- Organize internal meeting every month with faculty and attend meetings with IHAT as and when required.

Required Qualifications, experience and Competencies

- **Age-below45years**
- Minimum Qualification should be Post Graduation in any subject.
- Computer course of minimum 6 months' duration from a good institution.
- Technical knowledge/expertise in data management.
- Good written and verbal communication skill in English and Hindi.
- At least 2 years' experience of working in a good organization on similar position.
- Account Books maintenance skill and competency.
- Maintains effective relationships with all stake holders.
- Must be flexible, team player and able to work in a challenging environment.
- Must be willing to travel anywhere in Uttar Pradesh with Faculty as and when required.

Remuneration & Time Period

The position is for the duration till project completes. The same may be extended depending upon continuation of the Project and satisfactory performance of the candidate.
Salary is fixed as 20,000.00 (Twenty Thousand) per month consolidated.

Eligible candidates are requested to appear for walk in interview on 28/09/2022 at 01:00pm to the address given below- Dept of Obstetrics & Gynecology, Ram Prakash Gupta Memorial Mother & Child State Referral Hospital Ahmamau, Arjunganj, Shaheed Path
(A unit of Dr. Ram Manohar Lohia Institute of Medical Sciences, Vibhuti khand, Gomti nagar)
Lucknow.

We will be following a systematic selection process to fill this position based on experience, competency, suitability and aptitude to work with the Program. Candidates are requested to bring their original certificates and degrees for verification .