

Advertisements for various Contractual post under Gates Foundation Funded Project titled **“PMU support for health systems strengthening in Assam”** at Gauhati Medical College & Hospital under Govt. of Assam, Guwahati

Sl no	Name of Post	No	Minimum Qualification & Experience	Monthly Remuneration (INR)	Age limit(in years)
1	Operation Head	1(one)	Post Graduate in Public Administration/General Administration with minimum 20 years' experience in Public Health Projects Management.	225000-258824/-	60
2	Technical Head (Public Health)	1(one)	MBBS with MD(Community Medicine)/MPH/DPH with minimum 15 years' experience in Public Health Projects	200000-232941/-	60
3	Monitoring & Evaluation Specialist	2(two)	Master in Public Health with minimum 8 years' experience in Public Health Projects	125000-155294/-	50
4	Knowledge Management Lead	1(one)	Masters in Public Health/Health Policy or relevant subjects minimum 5 years' experience in Public Health Projects	100000-129412/-	50
5	Administrative cum Officer Manager	1(one)	MBA/MCom/relevant subjects with minimum 5 years' experience in Public Health Projects	60000-77647/-	50
6	Finance Officer	1(one)	Masters in Finance/Accounting/Business administration with minimum 20 years' experience in Government Public Health Projects	125000-155294/-	50
7	Partnership Coordinator	1(one)	MBA with minimum 3 years' experience in Public Health Projects	60000-62118/-	50
8	Data Analyst (posted at NHM, Assam)	1(one)	Masters in Computers/Data Science/Health Information or any other relevant subjects minimum 5 years' experience in Public Health Projects	125000-155294/-	50

Email your CV (mentioning the Post applied for and contact number) at npugmch@gmail.com on or before 30th November, 2025, Preliminary shortlisted candidate list for in person interview along with dates will be notified at the official website of Gauhati Medical College <https://gmch.assam.gov.in>. TOR of the Post Advertised is available at the website <https://gmch.assam.gov.in>.

Operation Head

Location: Nodal Program Management Unit (NPMU), Gauhati Medical College & Hospital, Assam

Reports to: Director, NPMU

Role Summary

The Deputy Director (Operations) will be responsible for the overall operational and administrative management of the NPMU. This includes oversight of planning, coordination, logistics, human resources, and financial management to ensure seamless implementation of NPMU activities and integration with Medical College network and State Health Systems.

Key Responsibilities

1. **Operational Leadership**
 - Lead day-to-day operations of the NPMU, including administration, HR, and finance
 - Ensure effective coordination with DHFW, NHM, DME, and medical colleges
 - Develop and monitor annual operational plans, budgets, and procurement schedules
 - Ensure program efficiency by promoting integration of project interventions within existing government resources and structures, enabling their sustainability beyond the period of external support. Emphasize complementarity and avoid duplication of efforts.
2. **Program Coordination & Oversight**
 - Coordinate with thematic-PMUs for planning and reporting
 - Ensure engagement of the PMU and thematic PMUs with relevant state programs and medical colleges.
 - Track progress against workplans, ensure timely completion of deliverables
 - Prepare quarterly and annual consolidated reports for the Steering Committee
3. **Governance & Secretariat Support**
 - Serve as the secretariat for Steering Committee meetings, including agenda setting, documentation, and follow-up
 - Member Secretary of NPMU Joint Task Group
 - Facilitate communication across NPMU, sub-PMUs, and partner institutions
 - Engage and align with other partnerships (Gates Foundation and beyond)

Qualifications & Experience

- Postgraduate degree in Public Administration, General Administration, or related discipline.
- Minimum 20 years' experience in program operations/management within health, development, or government systems.
- Proven expertise in project management, financial oversight, and multi-stakeholder coordination.
- Strong leadership, negotiation, communication skills, ability to liaise with senior bureaucracy
- Preference will be given to candidates with a proven record of public health leadership in managing large-scale health programs particularly in the Government settings (rank of Joint Secretary and above) of the North-East region.

Technical (Public Health) Head

Location: Nodal Program Management Unit (NPMU), Gauhati Medical College & Hospital, Assam

Reports to: Director, NPMU

Role Summary

The Deputy Director (Technical) will provide strategic technical leadership across all programmatic areas of the NPMU. S/he will guide evidence generation, health systems research, monitoring and evaluation, and ensure alignment of academic and public health practice to state priorities.

Key Responsibilities

1. Technical Leadership

- Design and drive the PMU results framework
- Synergize activities with the health system and align them across thematic PMUs and partnership commitments under the Government of Assam–Gates Foundation MoU.
- Technical support for program implementation across all thematic areas identified under MoU and being operationalized.
- Provide technical support for program implementation across all thematic areas under the MoU, with a focus on identifying and operationalizing catalytic interventions to enhance efficiency and impact.
- Advise on integration of evidence-based practices into program implementation
- Ensure program efficiency by promoting integration of project interventions within existing government resources and structures, enabling their sustainability beyond the period of external support. Emphasize complementarity and avoid duplication of efforts.
- Engage and align with other partnerships (Gates Foundation and beyond)

2. Research & Evidence Generation

- Oversee operational/implementation research, surveys, and evaluation studies
- Foster research partnerships with ICMR and other partners
- Guide publication of peer-reviewed articles, policy briefs, and dissemination products

3. Capacity Building & Academic Integration

- Support medical colleges in embedding public health modules and community-based research
- Drive alignment of medical education with real-world public health priorities

4. Monitoring & Evaluation

- Lead design and maintenance of dashboards for tracking program outputs/outcomes
- Ensure data-driven program reviews and policy recommendations

Qualifications & Experience

- MBBS with MD(Community Medicine)/MPH/DPH.
- Minimum 15 years' progressive experience in public health programs, research, or academia.
- Demonstrated track record in technical leadership and program evaluation
- Strong ability to translate research into policy and program guidance.
- Preference will be given to candidates with substantial experience and a proven record of public health leadership in managing large-scale health programs within government or development settings

Monitoring & Evaluation Specialist

Location: Nodal Program Management Unit (NPMU), Gauhati Medical College & Hospital, Assam
Reports to: Director, NPMU

Role Summary

The M&E Specialist will be responsible for designing, implementing, and managing the results framework of the NPMU. S/he will lead monitoring systems, coordinate periodic evaluations, ensure data quality, and support evidence-based decision-making.

Key Responsibilities

1. **Results Framework & Indicator Design**
 - Develop and operationalize indicators aligned with state health priorities, programmatic themes, and partner requirements
 - Ensure integration of outputs, outcomes, and impact indicators into the NPMU logframe.
2. **Monitoring & Data Systems**
 - Design and maintain real-time dashboards for program tracking.
 - Lead data triangulation across facility, district, and state systems (HMIS, surveys, research studies)
 - Establish regular monitoring cycles to track performance against workplans.
 - Synergize data interventions across the thematic PMUs
3. **Evaluation & Learning**
 - Lead Data Quality Assessments (DQAs) and ensure feedback loops for corrective action.
 - Synthesize findings into evaluation reports, policy briefs, and knowledge products.
4. **Knowledge Dissemination**
 - Produce monthly progress dashboards, six-monthly evaluation reports, and an annual results compendium.
 - Present findings to the Steering Committee, DHFW, NHM, and consortium partners to inform policy and program design.

Qualifications & Experience

- Master's degree in Public Health
- Minimum 8 years of experience in monitoring, evaluation, and health data systems, preferably within large-scale public health Projects/programs.
- Demonstrated expertise in survey design, dashboard development, and statistical/data analysis.
- Proven ability to synthesize data into actionable insights and communicate findings effectively.

Knowledge Management Lead

Location: Nodal Program Management Unit (NPMU), Gauhati Medical College & Hospital, Assam
Reports to: Director, NPMU

Role Summary

The Knowledge Management & Dissemination Lead will be responsible for capturing, synthesizing, and disseminating learning generated through the NPMU and the wider medical college consortium. The role will drive the development of publications, policy briefs, and knowledge products; organize knowledge-sharing events; and ensure systematic engagement with stakeholders across Assam.

Key Responsibilities

1. **Knowledge Capture & Synthesis**
 - Document program innovations, lessons learned, and research outputs from the NPMU and sub-PMUs.
 - Develop quarterly learning briefs, case studies, and policy notes tailored to different audiences.
2. **Dissemination & Publications**

- Coordinate internal and external dissemination strategies, ensuring visibility of evidence and program results.
- Support preparation of conference abstracts, peer-reviewed publications, and presentation materials.
- 3. **Stakeholder Engagement**
 - Organize webinars, workshops, and cross-state knowledge events to facilitate peer learning and replication.
 - Strengthen relationships with academic, government, and development partners for knowledge exchange.
- 4. **Knowledge Systems Development**
 - Maintain a central knowledge repository accessible to consortium members and partners.
 - Ensure dissemination practices contribute to evidence uptake and practice change.

Qualifications & Experience

- Master's degree in Public Health/Health Policy, or related field.
- Minimum 5 years of experience in knowledge management, communications, or public health evidence translation.
- Strong track record in preparing policy briefs, reports, or peer-reviewed publications.
- Experience organizing dissemination events, stakeholder engagement, or cross-institutional learning platforms.
- Excellent communication, writing, and facilitation skills.

Administrative Officer/Office Manager

Role Summary

The Administrative Officer will provide comprehensive administrative, logistical, and office management support to ensure the smooth functioning of the NPMU. S/he will coordinate day-to-day operations, maintain records, facilitate procurement and travel arrangements, and ensure compliance with institutional procedures and government norms.

Key Responsibilities

1. **Office & Administrative Support**
 - Manage day-to-day administrative functions including correspondence, filing, and record-keeping.
 - Maintain schedules, calendars, and logistical arrangements for NPMU staff and meetings.
2. **Human Resource & Travel Coordination**
 - Support HR functions such as maintaining staff attendance, leave records, and contract documentation.
 - Coordinate staff travel logistics, bookings, and reimbursements.
3. **Procurement & Inventory Management**
 - Assist the Finance Officer in vendor coordination, and tracking of supplies.
 - Maintain updated inventories of office equipment, supplies, and training materials.
4. **Meeting & Event Logistics**
 - Provide logistical support for Steering Committee, working groups, consortium meetings, workshops, and training sessions.
 - Ensure timely preparation and distribution of agendas, minutes, and action point follow-ups.
5. **Compliance & Governance Support**
 - Ensure adherence to GoA/NHM administrative protocols.
 - Support audits and administrative reviews by providing required documentation.

Qualifications & Experience

- MBA/M Com or any other Relevant Subjects
- At least 5 years of experience in office administration, accounting, logistics, or program support, preferably within health/development programs, having supervised more than 100 people and preferably from a PSU/Government Agency
- Experience in managing government or donor-funded Health related project operations is desirable.
- Strong organizational, multitasking, and communication skills.

- Proficiency in MS Office and experience with digital record-keeping systems.

Finance Officer

Location: Nodal Program Management Unit (NPMU), Gauhati Medical College & Hospital, Assam
Reports to: Director, NPMU

Role Summary

The Finance & Administration Manager will be responsible for ensuring robust financial management, efficiency, and compliance across the NPMU. This includes overseeing budgeting, disbursements, and audit processes; coordinating procurement activities; and ensuring alignment of financial practices with Government of Assam (GoA), NHM, and donor requirements.

Key Responsibilities

1. **Budgeting & Financial Management**
 - Prepare, monitor, and track annual and quarterly budgets
 - Ensure accurate forecasting and resource allocation for NPMU and sub-PMUs
2. **Disbursements & Payments**
 - Manage disbursement of payments and field expenses in line with approved norms
 - Maintain transparent and auditable financial records of all expenditures
3. **Audit & Compliance**
 - Ensure compliance with GoA, NHM, and donor audit requirements.
 - Facilitate internal and external audits, ensuring timely submission of financial reports.

Qualifications & Experience

- Master's degree in Finance, Accounting, Commerce, Business Administration, or a related field from a recognized university.
- Minimum 20 years of progressively responsible experience in financial management, accounting, budgeting, and reporting, preferably in large government Public Health programs, donor-funded projects, or reputable organizations in the development/health sector.
- Demonstrated experience in leading financial strategy, designing internal controls and ensuring compliance with national financial regulations and donor requirements.
- Proven track record of managing large and complex budgets, multi-source funding, and financial audits including CAG audits.

Partnerships Coordinator

Location: Nodal Program Management Unit (NPMU), Gauhati Medical College & Hospital, Assam
Reports to: Director, NPMU

Role Summary

The Partnerships Coordinator will serve as the focal point for managing the strategic partnership of NPMU with the stakeholders, GMCH, DHFW, relevant state institutions and Gates Foundation.

Key Responsibilities

1. Meeting Coordination & Secretariat Functions
 - Schedule and facilitate Committee meetings
 - Prepare agendas, track decisions, and document minutes/action items.
2. Monitor implementation of decisions and escalate unresolved issues for timely action.
3. Partnership Management
 - Serve as the interface between GoA, BMGF, and other consortium partners.
 - Ensure smooth communication, alignment of priorities, and accountability across stakeholders.

Qualifications & Experience

- Master's degree in Business Administration
- Minimum 3 years of experience in partnerships, or program management.
- Demonstrated expertise in managing multi-stakeholder platforms and facilitating high-level meetings.
- Strong negotiation, communication, and coordination skills.

Data Analyst

Location: NHM Assam

Reports to: MD NHM, Assam

Role Summary

The Data Analyst will oversee the design, management, and validation of all data pipelines within the NPMU. The Data Manager will also support dashboard development and reporting to the Directorate of Health Services (DHS) and NHM Assam.

Key Responsibilities

1. **Data Integration & Harmonization**
 - Coordinate and harmonize data flows from facilities and survey sources.
 - Establish mechanisms for timely and accurate reporting across multiple programs.
2. **Data Quality & Validation**
 - Conduct validation, cleaning, and correction of incoming datasets.
 - Support Data Quality Assessments (DQAs) and maintain logs for corrective actions.
3. **Data Systems Development**
 - Design user-friendly data collection templates
 - Liaise with PMU leads for corrective actions and data integration
4. **Dashboard & Reporting Support**
 - Assist in the development, maintenance, and regular updating of program dashboards.
 - Generate tailored analytical outputs for dissemination to DHS and NHM

Qualifications & Experience

- Master's degree in Data Science, Computer Science, Health Information Systems, or related discipline.
- Minimum 5 years of experience managing health or public sector datasets.
- Demonstrated expertise in data validation, integration, and visualization
- Familiarity with HMIS/RCH portal data and public health program reporting systems desirable.
- Strong technical and problem-solving skills with proven ability to support cross-institutional data needs.