



TCI Foundation
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Positions Announcement

TCI Foundation invites applications for the position of Project Coordinator from eligible candidates for its Family Healthcare Centre for targeted communities at Bhilwara (Rajasthan).

The advertised position can be cancelled and/or varied and/or withdrawn as per the discretion of the employer. The candidate on selection may be posted/transferred anywhere in India as per the requirement of the organization. The data of all candidates who shall apply for these positions will be securely retained in the TCI Foundation HR Data Bank.

Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview. The candidates after extensive screening and short listing will be called for interview. No TA/DA will be paid by TCI Foundation to the candidate to attend the interview, if shortlisted and called for interview. The interested candidates may apply online using the link below by 8th Oct. 2021. The candidates may also send the complete resume through email at recruit.tcif@tcil.com

POSITIONS

(before applying please refer to the eligibility and other conditions of each position)

Position:	Project Coordinator
Essential Qualification:	Master Degree in Social Work / Sociology
Essential Experience:	Three years or above in public health program
Desirable:	Computer knowledge special reference to MS Office
Reporting To:	Project Managers / Program Officer
Salary:	Best in the industry

RESPONSIBILITIES

Administrative Control

Project Coordinator will be responsible for overall administrative control of Clinic.

Statutory Compliances

Project Coordinator will be responsible to ensure all statutory compliances required for Clinics.

Supervisory Control

Project Coordinator will supervise the staff excluding Medical Officer posted in Clinic. S/he will be responsible to get daily reporting from all staff members. S/he will have complete administrative and human resource control over staff members excluding Medical Officer. The Medical Officer will liaise with the Project Coordinator and will submit daily clinical records for maintenance to the Project Coordinator.

Staff Roster Control

Project Coordinator will be responsible to develop staff roster plan on the basis of annual planning. S/he will be responsible to deploy the staff members and assign them responsibilities to perform the assigned activities/tasks.

Staff Performance Evaluation

Project Coordinator will be responsible to evaluate the work performance of staff except Medical Officer on quarterly basis, and will submit the same with their recommendations to the Program Manager/Program Officer.

Program Planning

Project Coordinator in complete liaison with Program Manager/Program Officer, Medical Officer and staff members will develop program planning on annual basis and will send it for consideration and approval of Head TCI Foundation. S/he will be responsible for implementation of approved program.

Supplies

Project Coordinator will be responsible to ensure constant medical and other requirement supplies in the Clinics.

Assets Management

Project Coordinator will be responsible for clinic assets management. S/he will ensure coded marking of assets and their records in books.

Financial Control

Project Coordinator will be solely responsible for financial management of Clinic. All kinds of funds/grants allocated for office expenses, medical and laboratory consumables and other clinical affairs including grant of revolving funds for purchase of medicines will be managed and dealt by the Project Coordinator. S/he will be responsible for keeping records of all financial transactions made for the functioning of Clinic. S/he will submit all bills/invoice on monthly basis to Accounts Division of TCI Foundation Headquarters within prescribed timelines.

Records Maintenance

Project Coordinator will be responsible for records keeping and its management. S/he will keep all kinds of records viz. clinical, administrative and financial records for a prescribed period as per the prevailing rules, regulation and Acts.

Monitoring & Evaluation

Project Coordinator will monitor and evaluate the clinical and preventive education dissemination. S/he will submit quality controlled monthly/Quarterly/annual reports within timeline to TCI Foundation Headquarters for further sharing with the funding agency.

Operational Continuity

Project Coordinator will be responsible to keep the Clinic fully functional and operational.

Capacity Building

Project Coordinator will strengthen the in-house capacity building of staff excluding Medical Officer posted in Clinic on periodic basis.

Operational Accountabilities

Project Coordinator being the technical professional of Clinic, will participate actively in all clinical activities including medical and healthcare camps, IPC sessions, and IEC dissemination.

Liaising Capabilities

Project Coordinator will liaise with government agencies, local health authorities, stakeholders and beneficiaries. S/he will conduct periodic advocacy and/or demand generation meetings with the stakeholders and local authorities. S/he will also be responsible to identify and empanel a network of public and private healthcare facilities and diagnostic centres for referral cases.

Last date to apply: 08 Oct. 2021:

How to Apply: Click the link below to apply online.

[click to apply](#)