



**THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE**  
**Baba Gang Nath Marg, Munirka, New Delhi-110067**

No.B.12028/7/2021-Admn.II

**VACANCY NOTICE**

The National Institute of Health and Family Welfare (NIHFW) is an Autonomous / Apex Technical Institute funded by the Ministry of Health and Family Welfare for promoting Health and Family Welfare Programme in the country through Education & Training, Research & Evaluation, specialized services, consultancy and advisory service.

The National Cold Chain and Vaccine Management Resource Centre (NCCVMRC) placed in the NIHFW is the apex body for technical support on immunization supply chain to the Government of India. The centre was established in 2013 as a joint initiative of the Ministry of Health and Family Welfare (MoHFW), NIHFW and UNICEF.

It is proposed to engage 1 (One) NCCVMRC Coordinator & Team Lead on contractual basis at National Cold Chain and Vaccine Management Resource Centre under Universal Immunization Programme at the National Institute of Health and Family Welfare. The duration of the appointment will be initially for a period of three months. The contract may be curtailed or extended based on requirement and performance during the period:-

S.No.	Name of the post	No. of Post	Consolidated Salary Range in Rs.
1.	NCCVMRC Coordinator & Team Lead	1	Rs.1,80,000/-p.m.

1. **Name of the post:** NCCVMRC Coordinator & Team Lead  
**No. of Post:** 1 (One)  
**Salary:** Rs.1,80,000/- per month  
**Educational Qualification:**

**Essential-**

MBBS with advanced degree / Post Graduate Diploma in Public Health / Community Medicine / Health Care Management / Hospital Management.

**Experience-**

- Minimum 8 years of post qualification work experience in managing public health programs, preferably immunization or vaccine cold chain industry.
- Experience in immunization program, managing team, managing trainings
- Fluent English, good IT skills, strong interpersonal relations, communication and team-work skills.

**Desirable-**

- Experience in developing proposals, budgeting and reporting.
- Experience in organizing technical seminars / conferences / workshops are desirable.
- Experience related social research, including development of research methodology and research / assessment tools.

#### Tasks- Others

- Represent NCCVMRC at various forums, seminars & conferences to share good practices/ examples and technology.
- Any other task that may be assigned from time to time.

Age limit: Upto 45 yrs.

The applications should reach NIHFW latest by 24<sup>th</sup> December, 2021 up to 5.00 p.m.

**Duration:** Appointment will be initially for a period of three months. The contract may be renewed based on requirement and performance during the period.

**Place of Duty:** National Cold Chain and Vaccine Management Resource Center (NCCVMRC) NIHFW, MOHFW, New Delhi.

#### General Instructions:

- Interested candidates may send their application in the prescribed format latest by **24<sup>th</sup> December, 2021 up to 5.00 p.m.** to the Deputy Director (Admn.), The National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, NewDelhi-110067.
- Candidates working in Central Govt./State Govt./Autonomous Bodies/Universities/PSUs are requested to apply through proper channel.
- Applications must be submitted in the attached format only.
- Applications must be duly supported by self attested documents related to age, educational qualifications and experience etc.
- The candidates are required to submit their application with a subject "Application for the post of **"NCCVMRC Coordinator & Team Lead"**".
- Applications received in the format other than as attached and without supported documents will not be considered and shall be rejected summarily.
- The candidature of finally selected candidate's will be provisional and subject to verification of original documents.
- The NIHFW reserves the right to either fill up the post, or not, without assigning any reason.
- The application and self-attested copies of certificates so submitted at the time of verification will not be returned to candidates.
- Candidates must ensure that he/she fulfils the requisite essential qualifications, experience and age etc. on the date of submission of filled application form.
- Without original certificates, the candidates will not be considered for appointment. In all cases the decision of this Institute shall be treated as final.
- Canvassing of any form will render candidate as disqualified.

**DIRECTOR**