



**Applications are invited for the following contractual posts under the Project:**  
"Empowering People Against Hepatitis: The Empathy Campaign"

The interested candidates who fulfill the essential qualifications/eligibility criteria are requested to send their **application forms** along with the documents & testimonials mentioned in 'General Instructions'.

The last date of application is **25<sup>th</sup> Jan 2022**.

Application should be sent by Email at [empathyilbs@gmail.com](mailto:empathyilbs@gmail.com) as per details below. **Kindly mention the post applied for in the subject line followed by name of the applicant.**

**Job Location:** *The Empathy Resource Centre, Institute of Liver & Biliary Sciences (ILBS), New Delhi*

Sl. No.	Title of the Post	Consolidated Remuneration per month	Eligibility Criteria/Qualification and Experience	Age Limit
1	Project Officer, Empathy Campaign  (NO. of Post = 1 (UR))	Rs. 75,000/-	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>Qualification <ul style="list-style-type: none"> <li>Medical graduate (MBBS/ BDS/ BAMS/ BHMS with 2 years of post-qualification experience</li> <li>OR</li> <li>MPH or higher with at least two year of experience of working in public awareness/ Health project or program.</li> <li>OR</li> <li>Masters in Life Sciences, Microbiology, Sociology, Social Work, or Nursing from a recognized institution with at least three years of experience.</li> </ul> </li> <li>Computer Skills viz. familiarity with word processing and standard applications</li> <li>Willingness to travel for project activities across India as per project requirements</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Prior experience and familiarity with issues related to viral hepatitis and/or other infectious diseases such as HIV, TB, etc.;</li> <li>Prior experience in implementing health projects and/or engaging multiple stake holders and partners, including international agencies;</li> <li>Experience in working on issues related to health care delivery and/or stigma and discrimination and social empowerment;</li> </ol> <p><b>Job Description:</b> Under the overall supervision and technical guidance of the Nodal officer for the project, the project officer, shall be responsible to:</p> <ol style="list-style-type: none"> <li>Identify key stakeholder organizations and individuals working for hepatitis in India &amp; enrol them into the project network through strategic communication</li> <li>Identify thematic areas of the project for research &amp;</li> </ol>	45 Years

			<p>undertake studies pertaining to project activities for assessing and documenting project impact</p> <ol style="list-style-type: none"> <li>3. Meet the assigned project targets and project objectives</li> <li>4. Participate in the development of communication package and advocacy material under the project</li> <li>5. Provide technical &amp; operational support for planning and implementation of project</li> <li>6. Assist the nodal officer in managing all public relations and communications for the Project</li> <li>7. Undertake project analytics in close coordination with project team and prepare project reports;</li> <li>8. Assist the nodal officer in capacity building of the project staff</li> <li>9. Perform any other duties as assigned by the nodal officer</li> </ol>	
2	<p><b>Advocacy Coordinator</b></p> <p><b>(NO. of Post = 1 (UR))</b></p>	Rs.75,000-	<p><b>Essentials:</b></p> <ol style="list-style-type: none"> <li>1. Qualification <ul style="list-style-type: none"> <li>• Graduate in Mass communication/journalism, or higher</li> <li>• Min 5 years of post-qualification working experience with at least 3 years of experience in electronic media;</li> </ul> </li> <li>2. Computer Skills viz. familiarity with word processing and standard applications</li> <li>3. Willingness to travel for project activities across India as per project requirements</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Post-graduation in mass communication/journalism;</li> <li>2. Should have adequate experience in mass communication, branding, promotion, ATL &amp; BTL; understanding of social media platforms &amp; expertise in digital communication channels;</li> <li>3. Demonstrated ability to give creative inputs on graphics, publications &amp; communications and other advocacy material;</li> <li>4. Excellent command over English language (written and spoken);</li> <li>5. Strong writing and content development skills.</li> <li>6. Experience working on issues related to health care delivery and/or stigma and discrimination and social empowerment, would be an asset</li> </ol> <p><b>Job description:</b> Under the overall supervision and technical guidance of the ILBS nodal officer for the project, the coordinator, shall be responsible for:</p> <ol style="list-style-type: none"> <li>1. Building &amp; managing PR activities for the project;</li> <li>2. Provide creative inputs in the communication and advocacy strategy and designing of project advocacy materials;</li> <li>3. Works directly with media partners to co-design and co-engineer solutions that solve content, collaboration or</li> </ol>	45 Years

			<p>project challenges, and capitalize on emerging opportunities;</p> <ol style="list-style-type: none"> <li>4. Develop &amp; maintain social media profiles and quality content on project website, Twitter, Facebook and LinkedIn and develop other relevant social media outlets to support and extend the digital presence of the project campaign;</li> <li>5. Assist in the preparation and drafting of various communications (email, social media, blogs, etc.) including at times high level public speeches for the project event;</li> <li>6. Assist the project team in event management</li> <li>7. Operational, logistical and administrative support for planning and implementation of project</li> <li>8. Support in identifying key stakeholder organizations and individuals working for hepatitis &amp; enrolling them into the project network;</li> <li>9. Perform any other duties as assigned by the nodal officer.</li> </ol>	
3	<b>Finance &amp; Accounts Executive</b>  <b>(NO. of Post = 1 (UR))</b>	Rs.50,000/-	<p><b>Essentials:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor degree in commerce from recognized university</li> <li>2. Min 4 years post qualification experience handling finances/accounts preferably in PSUs/Autonomous/NGOs</li> <li>3. Computer Skills viz. familiarity with word processing and standard applications</li> <li>4. Willingness to travel for project activities across India as per project requirements</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. MBA (Finance); Experience in projects/organizations related to health sector.</li> <li>2. Well versed with the procurement process of project materials and GOI, GFR;</li> <li>3. Excellent written and verbal communication skills. Ability to interact and communicate effectively with senior staff and rest of the project team.</li> </ol> <p><b>Job Description</b> Under the overall supervision and technical guidance of the nodal officer for the project, the incumbent shall be responsible for:</p> <ol style="list-style-type: none"> <li>1. Responsible for entering financial information and maintaining all financial records for projects;</li> <li>2. Responsible for procurement activities of all the project needs as per Organizational norms and provide monthly/regular updates to project team;</li> <li>3. Preparing and maintaining project agreements and staff contracts;</li> <li>4. Manage financial control, prepare and analyze budgets,</li> </ol>	45 Years

			develop financial reports, and make recommendations to on budget expenditures; 5. Obtain approvals on all procurements and purchases for the projects; 6. Ensure that all financial reporting is completed on time and submitted to project partners; 7. Oversee the financial audits of the project; 8. Assist the nodal officer for proposal development, project management, logistics, travel and other areas of administration; 9. Perform other duties as assigned by nodal officer	
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### **GENERAL INSTRUCTIONS**

**“Empowering People against Hepatitis: The Empathy Campaign:** The Project funded by Airports Authority of India aims to generate awareness on Hepatitis B and C across India through sustained advocacy and tailored behavior change communication for developing and promoting positive behaviors for people with hepatitis and their families.

1. All appointments under the project shall be on "contract basis" for a period of one year and are further extendable based on performance - subject to availability of funding and project needs.
2. **The candidate must satisfy him/herself of the eligibility conditions before applying.** The above vacancies are subject to change and the Institute/project reserves the right whether or not to fill up any post or increase number of vacancies for any given post. No appeal will be entertained or accepted. It would not be obligatory on the part of the project/Institute to call for Interview every candidate who possesses the essential qualification and no representation in this regard will be entertained from any candidate.
3. The effective date for reckoning the requisite qualification and experience and the upper age limit will be **25<sup>th</sup> Jan, 2022.**
4. The candidates who fulfil the qualifications/eligibility criteria are advised to send their **duly filled application form in the prescribed format ([Application form](#))** latest by **25<sup>th</sup> Jan, 2022** by email at **[empathyilbs@gmail.com](mailto:empathyilbs@gmail.com)**:
  - a. Application in prescribed format
  - b. Passport size photographs
  - c. Proof of date of birth
  - d. Self-attested copy of educational qualifications
  - e. Self-attested copy of working experience
  - f. Details of two references (name, address & mobile no)
  - g. Letter of two references
  - h. Mention the post applied for in the subject line followed by name of the applicant.**
5. Applications forms incomplete in any way or not having required educational/experience certificates and latest photo affixed will be rejected without intimation. The date of joining of selected candidates and other conditions will be as per the policy defined under the project and as per project needs.
6. All applications received will be screened by the Screening Committee of experts as per the Recruitment Rule of each post.
7. Only shortlisted candidates will be invited for interview. No TA/DA will be provided for interview.
8. No correspondence whatsoever will be entertained from candidates regarding delays in application process, conduct and result of test/interview and reasons for not being called for test/interview.
9. The Institute reserves the right to offer salary lower or higher than advertised, depending upon the qualification, experience and performance of the candidate in the interview.
10. In the case of exceptionally deserving candidates, the Institute reserves the right of granting relaxation in experience or age.
11. The Institute reserves the right not to fill up the advertised post if the candidates are not found suitable for the post.

12. In case of any inadvertent mistake which may be detected at any stage even after the issue of letter of appointment, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidate.
13. The institute reserves the right of rejecting any or all the applications without assigning reason thereof.
14. Medical Checkup and background check would be carried out of the selected candidate as per the Policy of the Project/Institute. In case of adverse report, the selection of the candidate would be null and void.
15. In case of any Dispute the jurisdiction of court will be Delhi/ New Delhi only