**Project Assistant**  
(HR and Admin)

**Organization:**
FIND, the global alliance for diagnostics, seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decision makers, healthcare providers and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US$1 billion in healthcare costs to patients and health systems. We are co-convener of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a World Health Organization Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation.

FIND India, with its office in New Delhi, is an independent non-profit organization created under Section 8 of the Indian Companies Act, 2013. The organization is dedicated to activities focused on introducing and expanding quality assured, rapid, accurate and accessible diagnostic solutions for several infectious and non-communicable diseases. FIND India has undertaken several projects focused on TB, viral hepatitis C, COVID-19 and Antimicrobial Resistance (AMR).

For more information about the organization, please visit [http://www.finddx.org/](http://www.finddx.org/)

**Location:** FIND India Office, New Delhi

**Project background:**
The SARS-CoV-2 pandemic continues to ravage the World and India in 2021 and is a great threat to global public health. As of 16 August 2021, 205 million cases and >4.3 million deaths have been confirmed globally. In India, ~32 million confirmed cases have been reported so far with a rapid increase in the number of new cases during the “second wave” in the last few months. Daily cases touched highs of >300K, the highest in the World, during the last wave with delays noticed in every part of the care continuum including massive delays in testing. The SARS-CoV-2 pandemic highlights huge gaps in the testing capacity - a key element for timely isolation of infected persons and prevention of infection propagation in the community. Current testing challenges include sub-optimal capacity and utilization of COVID-19 testing network, scarcity of efficient models for enhancing lab capacity, inefficiencies within laboratories to facilitate rapid turnaround of quality tests, lack of coordination between public and private sectors to amplify and optimize India’s laboratory capacity and shortage of trained manpower at the COVID-19 labs. This makes delays in diagnosis of SARS-CoV-2 infections a critical point of failure in the COVID-19 strategic preparedness and response plan.

**Objective and Primary Outcome:**
Against the background and rationale stated above, FIND as SR to JHPIEGO, will use various technical assistance approaches to implement activities identified under the project. The project will deploy a learning laboratory approach in 3 intervention states and further propagate learnings and best practices to remaining states covered by USAID’s Reaching Impact, Saturation, and Epidemic Control (RISE) project.

[www.finddx.org](http://www.finddx.org)
Project goal:
FIND proposes to provide a comprehensive package of activities as part of the USAID supported Project RISE to systematically address gaps in diagnostic capacity, availability, access and quality of testing as well as implementation of current genome sequencing guidance as issued by the INSACOG.

Project approaches include:
- Conducting situational analysis to identify key diagnostic needs and gaps including a capacity assessment of the states identified under the project.
- Technical assistance for effective implementation of ICMR testing guidance around operationalization of ICMR laboratory guidance, including development of documentation and reporting tools, capacity building, implementation of testing & quality assurance (QA) strategies.
- Capacity building via a mix of on-site and online methods for trainings:
- Online Learning: training site staff via online courses allowing the project to circumvent effects of COVID-19 pandemic and related travel restrictions. Approaches include assisted e-trainings, webinars, and panel discussions
- Onsite trainings to supplement the online content with a focus around specific aspects of testing, reporting, troubleshooting, preventive maintenance, biosafety, sequencing guidelines/implementation etc. as identified as during situational analysis.
- Deploy digital solutions to support automation of testing processes and data management for rapid antigen tests (RAT) testing. These will be through open-source digital applications that can be easily transitioned to states.
- Undertake advocacy activities for continued testing, private sector engagement approaches and cross-sharing of learning.

Job description:
The Project Assistant (HR and Admin) will work closely with the Project team at FIND. The specific activities will include but not be limited to:
- Assist the HR team in recruitment, filing of monthly payroll invoices
- Support travel coordination for participants attending training, FIND team and external consultants
- Conduct admin and HR tasks like expenditure tracking, provisions, cash request and maintaining various other trackers.
- Assist in preparation of monthly/quarterly reports for donor, data-entry for financial transactions related to project
- Reconcile travel related documents of the staff/consultants with onwards submission to finance department
- Verification of the travel claims, and compiling travel reports related to the project
- Reconcile all other relevant invoices and maintain project wise billing coordination
- Maintain a detailed record for quick and efficient retrieval of travel related information (project wise)
- Any additional task as deemed necessary
Skills and experience required:
- BA/B. Sc/B. Com with 3+ years relevant experience
- Good coordination skills
- Good oral and written communication skills
- Strong team orientation
- Computer knowledge (Microsoft Office- Excel and Word)
- Energetic, resilient, and passionate
- Professional, mature, and confident.
- Willingness to travel if required and at short notice

Nature of appointment:
The selected candidate shall be offered a fixed term employment contract for 14 months.

Compensation offered: FIND India offers a competitive salary and shall be commensurate with the skill and experience of the selected candidate.

Deadline to send your application: 07 September 2021

Please mail a motivation letter, a detailed resume and three references to HR- IN@finddx.org

Due to high applicant volume, you may not receive a response from FIND India. Only short-listed candidates will be contacted. (But don't wait until the deadline! We will start screening right away and if we find the right person, we will stop searching.)