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## Project Coordinator

### Organization:

The Foundation for Innovative New Diagnostics (FIND) is an international non-profit organization based in Geneva, Switzerland, dedicated to activities that result in 1) new diagnostic tools; 2) expanded access to these tools; and 3) strengthened diagnostic testing capacity for poverty-related diseases in low- and middle-income countries. FIND India is a subsidiary of FIND, Geneva.

FIND is established in India as an independent non-profit foundation created under Section 8 (Indian) Companies Act, 2013, with its offices in New Delhi. FIND India is the key implementing partner of the Central TB Division, Ministry of Health & Family Welfare, Govt of India for strengthening and expanding TB laboratory diagnostic capacity within the National Tuberculosis Elimination Program (NTEP) supported by the Global Fund.

FIND India was awarded as a sub-recipient under the CDC-ASLM project “Laboratory Quality System Strengthening”, it has two activities 1) Implementation of External Quality Assurance System for molecular testing in India and 2) E training and QMS implementation

*For more information about the organization, please visit <http://www.finddx.org/>*

**Location: Bangalore/New Delhi**

### Job Description/ Responsibilities:

The Project Coordinator will be a key member of the team engaged in the implementation of the project. The person is expected to work under the supervision of the Project Leader and Head of FIND India.

The **Project Coordinator** will provide technical support to the technical team and the Microbiologist regarding the development of panel preparation for NAAT EQA, development of training materials, and research studies to ensure the smooth implementation of project activities in India

1. Providing technical and operational support to the development of the EQA package
2. Providing mentoring and training support offline/onsite to conduct E-trainings for TB laboratory diagnosis
3. Support in regular coordination with CTD, NTI/NRL, and labs.
4. Assist in developing project reports and presentations of QMS and NAAT EQA programs for donors and stakeholders.
5. Coordinate with Laboratories for improving effective quality management system (QMS)
6. Involve in research studies and liaising for IRB approvals
7. Development of reports and finalization in coordination with FIND and Stakeholders
8. Access to relevant and actionable information for all stakeholders.
9. Development of scale-up plan to conduct QMS trainings
10. Preparation of technical reports, financial reports, and submission to stakeholders.
11. Coordination with the technical supporting lab in day-to-day activities

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12. Close monitoring of implementation timelines of project activities
13. Liaising and facilitating with the **FIND** technical team on all technical matters relating to laboratory functioning.
14. Undertaking any other job assigned by authorities of the **FIND** technical team, as per project needs

### **Qualifications and Experience: (Essential):**

Applicants must meet the following qualification requirements:

1. MBBS with MD (Microbiology), with a minimum of one year of experience in implementing or mentoring QMS in TB laboratory and molecular EQA Programs  
OR
2. Ph.D. in Microbiology, with a minimum of four years of experience in implementing or mentoring QMS in TB laboratory and molecular EQA Program and experience of TB program in India

### **Skills and Attitude:**

- a) Good oral and written communication skills
- b) Strong team orientation
- c) Ability to work independently, with minimum handholding and supervision.
- d) Energetic, resilient, and passionate.
- e) Professional, mature, and confident.
- f) Good analytical and problem-solving approach
- g) Strong User-Intersection skill and coordination skills

### **Nature of Appointment:**

The selected candidate shall be offered a Fixed Term Employment contract up to **30 Sept 2022**. The position will be prolonged subject to satisfactory performance, project extension, and fund availability.

### **Compensation offered:**

The gross remuneration budgeted for the position shall be commensurate with the qualifications, experience, and salary history, of the selected candidate.

### **Deadline to send your application: 23 May 2022**

Please mail a motivation letter, a detailed resume, and three references to [HR-IN@finddx.org](mailto:HR-IN@finddx.org).

*We will start screening right away and if we find the right person, we will stop searching. Only shortlisted candidates will be contacted.*

*Please note that only applicants meeting the profile requirements will be personally contacted. Applications sent by recruitment agencies will not be considered.*