

Posted : 29 September 2022

Project Coordinator- CDC

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

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

Location: Bangalore (preferred) / New Delhi

We are looking for experience to carry out following tasks

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 Project Leader and Head FIND India.

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

- 1) Provide technical and operational support to development of EQA package
- 2) Provide mentoring and training support offline/onsite to conduct E-trainings for TB laboratory diagnosis
- 3) Support in regular coordination with CTD, NTI, NRL's and labs.
- 4) Develop project reports (including financial) and presentations for donors and stake holders.
- 5) Coordinate for conduct of stakeholder meetings for NAAT EQA and follow up on the recommendations.
- 6) Coordinate with laboratories for improving quality management system (QMS)
- 7) Develop scale up plan to conduct QMS trainings in consultation with stakeholders

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- 8) Provide technical support and guidance for day-to-day activities to Microbiologist at ICELT Lab
- 9) Monitor implementation timelines of project activities
- 10) Liaison and facilitate with the **FIND India** technical team on all technical matters related to project and labs
- 11) Coordinate for development of publications and as required for conduct of studies
- 12) Undertake any other job assigned by authorities of the **FIND India** technical team, as per project needs

Qualifications and Experience: (Essential):

Applicants must meet the following qualification requirements:

- (1) MBBS with MD (Microbiology), with minimum one year of experience in implementing or mentoring QMS in TB laboratory and molecular EQA Programs
- (2) Ph.D. in Microbiology, with minimum 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 co-ordination skill

Nature of Appointment:

The selected candidate shall be offered contract up to **30th Sept 2023**. 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: 8th October 2022

Please mail a motivation letter, a detailed resume and three references to 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.**