

VACANCY NOTICE: Project Associate

Publish Date: 17th February, 2026

Project Name: MENOR Care for saving lives at Birth

Position Code: IIPHG/REC/2025-26/55

Position Title: Project Associate

No. of Posts: 01 (One)

Location: IIPH Gandhinagar

Duration of Position: 11 Months

Brief on the Organization:

Indian Institute of Public Health Gandhinagar (IIPHG) is a University established under IIPHG Act, 2015 of Gujarat State. It offers courses in the field of Public Health. It also undertakes various research projects in the field of Public Health. The university is established by Public Health Foundation of India (PHFI) with support from the Government of Gujarat, Department of Health & Family Welfare.

Project Brief

MENOR Care (Maternal Emergency and Neonatal Resuscitation) is an integrated, simulation-based training and mentoring package designed to strengthen maternal emergency response and neonatal resuscitation across the continuum of care in tribal districts of Gujarat.

The initiative is proposed by the Indian Institute of Public Health Gandhinagar (IIPHG). The funds for developing and implementing the package are granted by Laerdal Foundation, Norway.

The program adopts a hub-and-spoke implementation architecture anchored in district-level training hub/s, referral mentoring centres, frontline facility delivery points, and community first responders.

The proposed implementation district is Panchmahal, Gujarat, with a planned duration of two years.

Deliverables:

- Develop and update detailed work plan with milestones and maintain weekly progress updates.
- Plan and deliver consultation, including invitations, confirmations, logistics, facilitation support, and completion of proceedings and action points.

- Coordinate development and finalization of simulation scenario scripts, performance checklists, debrief guides, and facilitator materials through structured review cycles.
- Coordinate video module production workflows, including scripting, storyboarding, scheduling, permissions, and post-production tracking until final delivery.
- Maintain training-site readiness checklists, including simulator and consumables requirements, and coordinate logistics and maintenance processes as per approved procedures.
- Coordinate mentorship readiness, including rosters, schedules, session templates, participation tracking, and follow-up actions.
- Maintain project records and evidence files, including calendars, attendance, assessments, feedback summaries, and decision logs.
- Produce documentation outputs, including a consultation proceedings report, training package documentation set, implementation readiness note, and a short dissemination deck for HFWD and partners.
- Prepare a research brief summarising the package design rationale, methods used for co-design, and the final training model, with annexed tools (scenario templates, checklists, assessment forms).
- Coordinate manuscript preparation workflows by maintaining version-controlled drafts, collating inputs from technical leads, organising references, and preparing submission-ready annexures and supplementary materials.
- Support dissemination through coordination of presentations, stakeholder sharing of knowledge products, and maintaining a repository of approved materials for future replication.
- Any other activities/tasks as assigned by the PI or supervisor.

Qualification: Master's degree in Public Health (MPH) OR any other equivalent Master's in Public Health Administration.

Desirable: PhD or Formal training or academic exposure in neonatal resuscitation, health systems strengthening, programme implementation, monitoring and evaluation, or quality improvement.

Experience: Minimum two (02) years of relevant work experience in coordinating Public Health, Health Systems, or MNCH projects, with documented responsibility for workplans, Stakeholder Coordination, and Timely Deliverable Completion.

Desirable: Prior experience coordinating MNH Training Programmes, Documentation and Research Activities, with work experience in Gujarat considered a strong asset.

Last Date of Receipt of Applications: 26th February, 2026.

Remarks:

- Interested and eligible candidates are requested to apply online at <https://iiphg.edu.in/work-with-us/>.
- Please highlight the Name of the Post **“Project Associate”** & Position Code **(IIPHG-REC-2025-26-55)** in the subject.
- Only shortlisted candidates will be contacted for the interview.
- Mere eligibility will not entitle any candidate being called for interview.
- Candidates applying for more than one post are required to submit separate application for each post.
- Call letters to the shortlisted applicants shall be sent by email. No postal communication shall be made.
- Incomplete applications, shall be summarily rejected and no communication in this regard shall be entertained.
- No TA / DA will be paid to attend the selection process, if called for.
- Persons employed in Government/Semi-Government Organization or Educational Institutions in India must apply through proper channel.
- IIPHG reserves the right to fill or not to fill any or all available positions.
- The requirements of minimum qualification and/or experience may be relaxed in the case of candidates with outstanding credentials.
- No correspondence will be entertained from candidates regarding any delays, conduct & result of interview and reasons for not being called for interview.
- Women are encouraged to apply.