

VACANCY NOTICE

Publish Date: 9th October, 2026

Project Name: NRDC- Heat Action Plan 2026-2027

Position Code: IIPHG/REC/2026-27/126

Position Title: Project Coordinator

No. of Posts: 01 (One)

Location: Bhopal, Madhya Pradesh

Duration of Position: 08 Months (Up to May-2027)

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

This project proposes following project activities: 1) To promote heat resilience initiatives in Ujjain and Bhopal and boost the implementation of the Heat Action Plan 2) To create new health education and media materials for raising awareness, 3) To conduct the heat vulnerability assessment and threshold analysis for different Indian cities, 4) To write scientific papers and media articles to increase the evidence base for heat interventions in India.

Deliverables:

- Coordination with the IIPHG, NRDC and government officials
- Liaise with the Bhopal Municipal Corporation (BMC) and Ujjain Municipal Corporation (UMC) for the effective implementation and coordination of the Heat Action Plan (HAP).
- Provide support in organizing and executing training programs for municipal staff, health workers, and other stakeholders involved in heat-related preparedness and response.
- Assist in data collection, monitoring, and evaluation activities, including tracking heat-related illness trends and response actions during heat events.
- Undertake detailed process documentation of HAP interventions, training sessions, and community engagement efforts to support internal learning and external reporting.
- Conduct desk research on climate adaptation strategies and urban heat resilience, provide evidence-based technical inputs, and contribute to the periodic policy enhancement of the local Heat Action Plan.

- Perform any additional tasks or responsibilities as assigned by the Principal Investigator (PI) or Supervisor, based on project needs.

Qualification: (Minimum)

Minimum: Masters in Public Health/Hospitals/health care management/ similar developmental or social studies

Desirable: Master's degree in the relevant subjects from a recognized university.

Experience:

Minimum: About 1-2 years of experience in Public Health.

Desirable: Experience of working with government and international organization.

Other Requirements:

Travel & Place Percentage of travel	liaisoning Requirement	Report Writing & Documentation	Operational Requirement	Computer Knowledge
Travel required to the project site 80% of travel required.	Internal: Inter/Intra department; External: With donors, government, stakeholders or any other.	Quarterly report to the donor/Report writing/Donor reports	Budgeting & logistics management. Field level coordination	Advance computer skills including proficiency in Microsoft office.

Last Date of Receipt of Applications: 15th October, 2026.

Remarks:

- Interested and eligible candidates are requested to apply online at <https://iiphg.edu.in/work-with-us/>.
- Please select the Name of the Post **“Project Coordinator” OR** Position Code **(IIPHG-REC-2026-27-126)** 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.