

Job: Project Manager

Apply here: <https://forms.gle/M1Xv66mHqy9PYqpv9>

About the project: IIT Bombay is the lead institution of the National Disease Modelling Consortium (NDMC). The consortium partners with various institutions across the country for disease modelling research.

NDMC hosts the TB Modelling Secretariat at IIT Bombay in collaboration with CTD, MoHFW, Imperial College London, and other relevant stakeholders. The Secretariat coordinates TB modelling activities, supports capacity-building and mentorship programmes, and facilitates engagement among National TB Elimination Programme (NTEP), academic institutions, and modelling partners. It supports TB modelling for the NTEP and facilitates the dissemination of modelling evidence.

More information about the consortium can be found at www.ndmconsortium.com

Educational qualification required:

PhD

Or

MTech/ /ME / M Des / MD or equivalent degree with min 4 years relevant experience

Or

Btech/BE/MBBS/ MA/MSc/MCA/MBA or equivalent degree with 6 years relevant experience

Job Profile:

- Interface with consultant management, the Secretariat head, PI, Co-PI, and other stakeholders to ensure effective communication and collaboration throughout the project lifecycle.
- Actively participate in project outreach activities to promote project objectives and engage with relevant stakeholders.
- Oversee day-to-day operational activities of the project, ensuring smooth execution and adherence to project timelines and deliverables.
- Assist in the organization and management of project activities, including workshops, events, and meetings.
- Coordinate and arrange meetings between faculty investigators, partners, and ministry officials to facilitate collaboration and decision-making.
- Serve as the primary point of contact for the consortium on all project management matters, addressing inquiries and providing support as needed.
- Assist in project report writing and collation of information, ensuring accuracy and completeness of project documentation.
- The required person would also assist in the technical part of the project.

A background in TB epidemiology or programme would get preference.