



**TATA MEMORIAL HOSPITAL
(TATA MEMORIAL CENTRE)
H.R.D. DEPARTMENT**

(Grant-In-Aid Institute of Department of Atomic Energy, Government of India)

Ref. No. TMC/AD/17/2025

29.01.2025

APPLICATIONS ARE INVITED FOR THE POST OF

PROGRAM MANAGER

**NATIONAL CANCER GRID - KOITA CENTRE FOR DIGITAL
ONCOLOGY (NCG-KCDO)**

EXPECTED ROLE

Lead the NCG EMR initiative and support other NCG KCDO initiatives as needed; Establish governance frameworks to track progress and drive achievement of success metrics.

- **NCG Centre Engagement:** Collaborate with NCG hospitals to identify NCG EMR implementation opportunities and guide them through their digital transformation journey.
- **Project Management:** Track EMR implementation and user adoption while establishing governance frameworks to monitor progress and address challenges.
- **Outcome Measurement:** Define and monitor KPIs to assess EMR success and provide actionable insights to leadership.
- **Stakeholder Relationships:** Foster strong partnerships with NCG hospitals and empanelled EMR vendors to ensure seamless implementation and issue resolution.
- **Continuous Improvement:** Document lessons learned to refine processes and enhance future EMR implementations.
- **Solution Enhancements:** Ensure ongoing enhancement of the NCG EMR solution including product development by NCG EMR vendors and deployment at NCG hospitals.
- **Other Initiatives:** Provide program management support to other NCG KCDO initiatives to drive digital transformation.

DESIRED PROFILE

Industry Experience and Qualifications

- Professional with 5+ years of experience managing program execution across a portfolio of projects.
- At least 2 years of experience in the healthcare industry with direct involvement in EMR/HIS implementation and governance.
- A bachelor's degree is required; an MBA or equivalent degree is preferred.

Skills and Attributes

- Proven track record in program management and driving effective governance to achieve project objectives within a defined timeframe.
- Demonstrated experience building and growing trust-based relationships with senior professionals (clinical and technical) at public and/or private hospitals.
- Strong desire to contribute to social impact at scale with a long-term view. High degree of resilience and intrinsic motivation to drive things forward, especially in the face of challenges.
- Comfortable working in a government organization as part of a collaborative network and effectively navigating the operational processes to deliver results.
- Ability to be hands-on and work as an individual contributor with a solutions mindset and demonstrated capacity for out-of-the-box thinking.
- Excellent communication skills (spoken and written), collaborative approach and business orientation with the ability to drive data-driven decision-making.

EMPLOYMENT DETAILS

- **Position:** Full-time project-based position employed by Tata Memorial Centre (TMC) with a renewable tenure of 2 years
- **Location:** Tata Memorial Hospital, Parel, Mumbai (No work from home provision)
- **Timings:** Monday to Friday (8.25 hrs.) and any one Saturday in a month (5 hrs.)
- **Leaves and Holidays:** 15 days leave allowance every 6 months plus institutional holidays (includes weekend holidays where applicable)
- **Benefits:** Health insurance or provident fund is not included

GENERAL CONDITIONS

1. (a) Applications must be submitted by email to ncg@tmc.gov.in, with cc to ncgkcdceo@tmc.gov.in, by **14th March, 2025**.
(b) No hard copies of applications will be accepted.
(c) Only shortlisted candidates will be contacted for further process.
(d) Tata Memorial Centre reserves the right to limit candidates called for interviews based on qualifications and experience.

2. Tata Memorial Centre also reserves the right to not call a candidate for an interview without assigning any reason thereof.
3. All outstation candidates are required to make a note that accommodation will not be provided.
4. The applicant must possess a valid email ID. All correspondence with the applicant will be done through email only. Information regarding the date of the interview will be provided through email to the eligible candidates only. The responsibility of receiving, downloading, and printing related documents will be of the candidate. Tata Memorial Centre will not be responsible for any loss of email sent, due to an invalid/wrong email ID provided by the candidate or delivery of email to spam/bulk mail folder etc.
5. For inquiries, contact **022 24177000 Extn: 4664** or email ncgkcdo@tmc.gov.in with cc to ncgkcdoceo@tmc.gov.in, by **14th March, 2025**.

(BENNY GEORGE)
CAO (HRD), TMC