

Job Vacancy Detail

Adv No. : TMC/AD/ 02/2024
 Advertisement Name : APPLICATIONS ARE INVITED FOR THE POST OF SENIOR PROJECT MANAGER NATIONAL CANCER GRID (NCG) ,TMH
 Start DateTime : 08/01/2024 To End DateTime : 07/02/2024

Available Job Posts

Sr No.	Post	Adv Type	Pay Flag	Is Online	Click Online availability
--------	------	----------	----------	-----------	---------------------------

Description

Ref No: TMC/AD/ 02/2024

03.01.2024

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

APPLICATIONS ARE INVITED FOR THE POST OF

**SENIOR PROJECT MANAGER
 NATIONAL CANCER GRID (NCG)**

The National Cancer grid (NCG) was established in 2012. Since its inception, the NCG has now grown to a network of 300+ Cancer Centre's in India. The vision of NCG is to develop and deliver uniform standards of cancer care in India.

EXPECTED ROLE

The senior project manager is a person who has past experience with managing projects and can coordinate the administrative work for the NCG Convener, including but not limited to :

- Preparing response for letters/email, Monthly statements of activities conducted by NCG.
- To prepare excel worksheets for budgets, prepare projects, audit reports, application for funding for various projects.
- Supporting office administration, arrange and assist meetings/conferences, travel logistics, Minutes of the meetings and documentation.
- Any other task delegated by the NCG Convener.

EXPERIENCE & QUALIFICATIONS

- Graduation in Science, Commerce or Arts is mandatory along with administrative duties.
- Degree or a Diploma in Business management, prior project management experience will be given preference.
- Experience with good documentation practices would be desirable.
- Excellent English communication skills (spoken and written) along with good inter personal skills.
- 2 years of work experience preferred.

REMUNERATION

The salary will be commensurate with experience and qualification of the candidate. The salary would be Rs. 70,000/- to 80,000/- INR consolidated per month.

GENERAL CONDITIONS:

1. (a) Last date for submission of application is **07.02.2024**.
 (b) Candidates must send their resume to ncgkcd@tmc.gov.in and mark a copy to ncg@tmc.gov.in only. No hard copy of the application will be accepted. Application received after due date will not be considered.
 (c) Candidates will be screened based on the information provided by them in their resume.
 (d) Tata Memorial Centre reserves the right to restrict the number of candidates called for the interview to a reasonable limit, based on qualification and experience of the applicants. Fulfilling the prescribed qualification may not entitle an applicant to be called for an interview.
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 interview will be provided through email to the eligible candidates only. Responsibility of receiving, downloading, and printing of related documents will be of the candidate. Tata Memorial Centre will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or delivery of email to spam/bulk mail folder etc.
5. For further enquiry kindly contact on: **022 24177000** Extn:**4666** or email to ncgkcd@tmc.gov.in

**[BENNY GEORGE]
 CAO (HRD), TMC**