

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

APPLICATIONS ARE INVITED FOR THE POST OF

CONSULTANT PUBLIC HEALTH POLICY

NATIONAL CANCER GRID PROJECT

Job purpose : The National Cancer Grid (NCG) was established in 2012. Since its inception, the NCG has now grown to a network of 300+ cancer centres in India. The vision of the NCG is to develop and deliver uniform standards of cancer care in India. The focus of NCG is the entire spectrum of cancer care including prevention, health promotion and early detection. Towards this, the NCG is planning to establish a core group for public health which will develop and execute various public health initiatives across the NCG centres and the country at large, and liaise with other national and international partners. The Senior Consultant, Public Health Policy will coordinate this effort for the core group.

The appointment will in the first instance be for 01 years with the possibility of mutually agreed extensions. **The location will be based in Mumbai.**

No. of Vacant Post : 01

Qualification:

- MBBS (Desirable)
- Master's in Public Health (mandatory)
- MD in Community Medicine (desirable, but not mandatory)

Should have knowledge of :

- Clinical medicine, public health and health care (e.g., epidemiology, biostatistics, environmental health, maternal and child health)
- Management and administration
- National, State and local laws governing public health programs and laws
- Principles of leadership and supervision

Experience:

- Advanced management practices and organizational principles including program development, implementation and evaluation in a multi-service agency
- Facilitating the interaction of and foster partnerships with a complex mix of public agencies, community-based organizations, and the private sector that impact public health and policy

Age Limit:

- Applications must be of working age and not exceed the age of retirement (45 years)

Remuneration: The salary will be commensurate with experience and qualification of the candidate

Main duties and responsibilities:

- Coordinate the strategic planning of the establishment of public health policy within the Public Health core group in the NCG.
- Develop a core team, organizational planning for NCG-public health policy team and guide the team in developing and execution of programs for health promotion, prevention, early detection and screening.
- Contributing to identifying and communicating with technical partners in the field of health promotion and prevention in India and internationally
- Supporting the NCG centres, preventive oncology units, collaborating with clinicians and other stakeholders in identifying priority areas for public health policy for cancer in India
- Developing and conducting relevant training programs and fellowships in collaboration with other stakeholders at local, regional, national and international level
- Brainstorming with diverse groups to identify novel solutions for health promotion, prevention, early detection and screening for cancer
- Writing grants to support the initiatives and projects for health promotion, prevention, early detection and screening.
- Drafting key documents for the NCG – public health policy, including: Terms of reference (TORs), Standard operating procedures (SOPS), and process documents
- Coordinating the communication of activities of the NCG-public health policy including liaising with group members, arranging meetings, and communicating with other partners
- Providing progress updates on the work of the NCG-public health policy to the NCG leadership team
- Supporting the NCG- public health policy team members in developing and maintaining effective working relationships with relevant partners and stakeholders.
- Preparing and producing reports
- Contributing to the writing, editing and publishing of reports and journal articles
- Coordinate advocacy initiatives on behalf of the NCG-public health policy group to publicise the work including working with the media and other sources of information dissemination, such as circulars and newsletters

GENERAL CONDITIONS :

1. (a) Last date for online application is 03.07.2024 upto 05.30 p.m. (Indian Standard Time)
 - (b) Candidates must send in their candidature through "Online Application" only. Link for online Application - https://tmc.gov.in/Temp/frm_Registration.aspx
 - (c) Candidates will be initially screened and called for Interview on the basis of information provided by them in the online application form.
 - (d) Incomplete applications will be summarily rejected.
 - (e) Candidates who would be called for Interview are required to **carry online application form, original documents along with one set of copy** in support of the details furnished in the online application form regarding date of birth, qualifications, experience, caste, disability certificate etc., failing which such applicants will not be allowed to appear for Interview.
 - (f) Tata Memorial Centre reserves the right to restrict the number of candidates called for the Interview to a reasonable limit, on the basis of qualifications and experience of the applicants. Mere fulfilling the prescribed qualifications will not entitle an applicant to be called for Interview.
 - (g) In case it is found at any stage of recruitment that the candidate does not fulfill the eligibility criteria and / or, the candidate has furnished any incorrect / false / incomplete information or has suppressed any material fact (s), his / her candidature will be cancelled. If any shortcoming is detected, even after appointment, the services of the candidate are liable to be terminated forthwith. Therefore, before applying for any post, the candidate should ensure that he / she fulfills all the eligibility criteria under the norms mentioned in the advertisement.
 - (h) Tata Memorial Centre also reserves the right not to call any candidates to appear for Interview without assigning any reason thereof.
2. Candidates may be offered a lower grade than what is advertised based on their working experience, research track record and overall assessment at the time of interview and recommendation of the Selection Committee.
 3. Tata Memorial Centre does not take any responsibility for non receipt of application through Online.
 4. All the outstation candidates are required to make a note that accommodation will not be provided.
 5. The applicant must possess 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 emails to spam/bulk mail folder etc.
 6. For further enquiry kindly contact No.24177000 Extn. 4666 / 7129.

(BENNY GEORGE)
CAO(HRD),TMC