



Cancer Foundation of India

Cancer Public Health | Cancer Screening | Capacity building | Research | Post-treatment Services

VACANCY
August 2017

Cancer Foundation of India, Kolkata invites applicants for programmes on Tobacco control and Cancer prevention. The positions are temporary and valid for an initial duration of **one** year. If selected, the candidate will be required to **join on and from September 1, 2017**.

ONLY Candidates with no history of Tobacco use (cigarette, bidi, hookah, shisha, gutkha, khaini, zarda, pan masala etc.) need apply.

Walk-in for an interview with covering letter, detailed bio-data & proof of experience (self attested)

Venue: **Cancer Foundation of India, 47/2D Selimpur Road, Kolkata – 700 031**. Ph.: 033 - 6450 3131

Date of Interview:

Position 1> **Field Interviewer: Friday, August 25, 2017 at 3 pm**

Position 2> **Data Entry Operator: Saturday, August 26, 2017 at 3 pm**

Position 3> **Field Supervisor: Saturday, August 26, 2017 at 4 pm**

Job details

| DATE of Walk in Interview: FRIDAY, 25th August 2017 at 3 pm | | | | | | POSITION 1 |
|---|---|---|----------|-----------|---|--|
| Sl. | Position | Salary | Duration | Age limit | Minimum qualification | Job profile |
| 1 | Field Interviewer (5 posts) (For experienced candidates ONLY) | Rs. 16,000 per month (fixed and inclusive of Travel, Phone and other allowances) | 1 year | 30 years | Qualification: Graduate / Post-graduate degree / diploma in Social work / Sociology / Mass Communication / Anthropology Experience: Minimum of 2 years in Community mobilization; health communication; data collection/survey; conducting campaigns on community health Essential skills: Skills for community engagement; Command over Bengali & English language (written and spoken); computer operation; team building skills | Collect data on Tobacco Control and Cancer Prevention using structured questionnaire; community engagement on cancer prevention; community networking; Periodic reporting on project to Coordinator. |

DATE of Walk in Interview: SATURDAY, 26th August 2017 at 3 pm

POSITION 2

| Sl. | Position | Salary | Duration | Age limit | Minimum qualification | Job profile |
|-----|---|--|----------|-----------|---|---|
| 2 | Data Entry Operator (1 post) (Preference to experienced candidates ONLY) | Rs. 12,000 per month (fixed and inclusive of Travel, Phone and other allowances) | 1 year | 30 years | Qualification: Graduate / Post-graduate degree / diploma in Computer Application / Statistics / Social Work Experience: Minimum of 2 years in Data entry; data analysis / market research; reporting; documentation. Essential skills: high speed Data entry, Statistical analysis; Command over English language (written and spoken); computer maintenance | Data entry; Documentation and data management; project/programme related communication; management of accounts with banking; compilation of reports; filing of project/programme related documents. |

DATE of Walk in Interview: SATURDAY, 26th August 2017 at 4 pm

POSITION 3

| Sl. | Position | Salary | Duration | Age limit | Minimum qualification | Job profile |
|-----|---|--|----------|-----------|--|---|
| 3 | Field Supervisor (1 post) (For experienced candidates ONLY)) | Rs. 30,000 per month (fixed and inclusive of Travel, Phone and other allowances) | 1 year | 35 years | Qualification: Post-graduate degree in Social work / Mass Communication / Sociology / Anthropology / PhD in subjects related to Public Health Experience: Minimum of 5 years of independent implementation of Community-level public health projects; Report writing, Data interpretation, grant writing. Essential skills: Skills in Leadership; Self motivated; Independent operation; delivering time-bound projects will be mandatory; Statistical analysis (SPSS, Epi info etc.); Strong command over written and spoken English & Bengali. Computer operation and internet research skills. | Independent planning and Management of community-level survey/study on Tobacco control; liaising with community leaders for building cohorts; manage/train team for survey and Community networking; Conceptualise communication strategy for cancer prevention; Report writing of project; monitoring progress and coordinate with Principal Investigator. Management of accounts and compilation of periodic reports. |

Sutapa Prasad

Executive Director

August 17, 2017