

Administrative Staff College of India under the Centre for Health Care Management runs a full time Post Graduate Diploma in Management (Hospital Management) for the last fifteen years (www.ascipgdhm.in)

Applications are invited for the following position:

Position	Program Officer
Essential Qualification	Post-Graduate Degree/ Diploma in Management with specialization in Hospital Management/Health Care/ Public Health/Hospital Information technology etc
Desirable Qualification	MPhil/PhD in any health related discipline
Job Description	<ol style="list-style-type: none"> 1. Responsible for measurable results in final placements and internships of students pursuing AICTE-approved Post-Graduate Diploma in Management (Hospital Management) 2. Liaison and close coordination with internal stakeholders (especially students and faculty) and external stakeholders (hospitals, healthcare organizations, educational institutions etc.) and should be willing to travel. 3. Will be in charge of overall academic coordination of the PGDM (Hospital Management) Program 4. Will facilitate admissions for the program in coordination with the admissions team
Expected Profile and Essential Experience	<ol style="list-style-type: none"> 1. Demonstrated knowledge and experience of working in hospital/health care sector for at least seven to ten years 2. Hands-on experience in a similar role-responsibility in an established and reputed academic institution 3. Good proficiency in the use of MS Office (Word, Excel, Power Point): Knowledge of using online platforms 4. Excellent oral and written communication skills 5. Will work under the overall guidance of the Director, Centre for Health Care Management 6. Pleasing and outgoing personality and ability to work in teams 7. Encouraged to contribute in the program through teaching, evaluation of student projects and should be capable of mentoring, counselling and grooming students for internships and placements.

Age	Below 50 years
Salary	<ol style="list-style-type: none"> 1. As per experience 2. Not a constraint for the right candidate
Term of appointment	<ol style="list-style-type: none"> 1. Initially for a period of one year with a six month probation 2. Renewable for further terms, based on performance.
Contact	<p>Interested candidates can send their applications as hard copy or soft copy attaching detailed resume including two references to:</p> <p>Dr Subodh Kandamuthan Director Centre for Health Care Management Administrative Staff College of India College Park Campus, Road No 3, Banjara Hills Hyderabad – 500 034</p> <p>Phone: 040 – 66720712: 91-9989436331 Email: subodh@asci.org.in</p>
Closing Date for Applications	Thursday 31 st December 2020, 1700 Hrs.