



SEARCH

Society for Education, Action and Research in Community Health



Organization Profile

History: Inspired by the life and philosophy of Mahatma Gandhi, and equipped by their medical training in India, and subsequently, training in public health and research at the Johns Hopkins University, the doctor couple Abhay and Rani Bang, founded Society for Education, Action and Research in Community Health (SEARCH) in 1986. SEARCH is a Non-Governmental Organization (NGO) working in the poorest, semi-tribal district, Gadchiroli, in the state of Maharashtra, (India), 1000 km away from Mumbai.

Vision: SEARCH's vision is 'Aarogya-Swaraj' which means 'People's Health in People's Hands', by empowering individuals and communities to take charge of their own health, and thereby, help them achieve freedom from disease as well as dependence

Mission: Mission of SEARCH is service, training, empowerment and research in health of the communities as expressed in its name.

Headquarter: Of SEARCH is 'Shodhgram', located 17 km from the district headquarter of the Gadchiroli district. The campus, spread over 46 Acres, is modeled over a mix of Gandhian Ashram, tribal village and modern facilities. It has more than 100 buildings including hospital, research center, training centers, training hostels, library, administrative offices, guest houses, tribal museum, community centers, mess cum dining facilities, residential facilities for 120 staff, solar plant, playground, organic farm and a small lake.

With a team of 150+ professionals and semi-professionals as well as 180+ Community Health Workers, and presence in Gadchiroli, SEARCH has emerged as one of the most reputed and credible grass roots service and research organization in India making important breakthroughs in the public health problems of India and globally over past 35 years by way of;

- 1) providing medical care through a hospital for the tribal and rural people of Gadchiroli from 2500 villages serving 55,000+ patients annually,
- 2) community health care in 150 villages providing primary care
- 3) Home-based mother, newborn & child care in 88 villages
- 4) prevention and deaddiction of alcohol and tobacco across 1400 villages,
- 5) life skill and reproductive health education for youth and women across Maharashtra,
- 6) conducting rural health care research to improve rural health services and evidence based advocacy to influence policy,
- 7) Training of trainers from different part of country and abroad for implementation of the Home-based newborn care program. HBNC is India's national policy implemented through 8 Lakh ASHA across the country and also a Global Policy,

- 8) Running the youth social change-maker development program 'NIRMAN' across Maharashtra.

For more information, please visit: www.searchgadchiroli.org

Job Specifications:

- 1) Position: Grant Administration Officer AND Executive Assistant to the Chairman, SEARCH
- 2) Location: Shodhgram, Campus of SEARCH in Gadchiroli district
- 3) Reporting to: Chairman, SEARCH
- 4) Stakeholders:
 - Internal: Senior Leadership of SEARCH and all program leaders
 - External: Donors, Institutional Funders, Well Wishers, Government Functionaries, Partners (program, academic, and civil society)

Job description

A) EA to the Chairman, SEARCH:

- 1) Managing the operations of the office of the Chairman
- 2) Facilitating the Chairman's programs of meetings and visits.
- 3) Scheduling appointments, preparing for the meetings and follow up.
- 4) Planning regular meetings with the team leaders and other persons in SEARCH.
- 5) Assisting the Chairman in writing, speech preparations by way of literature search and preparing PPTs
- 6) Managing emails and other communications of the Chairman
- 7) Organizing and filing the documents
- 8) Accompanying the Chairman when necessary

B) Grant Administration Officer:

- 1) Submission of the proposals (prepared by the program teams), follow up & communication with the prospective donors.
- 2) Ensuring the formal process of partnership, agreement signing
- 3) Coordinating with program leaders for compilation of data development and submission of regular reports to the donors.
- 4) Working with Finance & accounts team to help fulfill requirements and financial reports to the donors.
- 5) Undertake program monitoring & evaluation visits as part of the M & E division and provide feedback.
- 6) Assisting in preparing the annual report of SEARCH>

Candidate Profile

- Postgraduate nevertheless, graduate from reputed Institutes are welcome to apply.
- Ethical and value driven with strong belief in social sector.
- Proactive, hardworking and sincere.
- Proficiency in: Literature search, drafting policy briefs, stakeholder communication, meeting management, administrative writing, basic understanding of finance.
- Written and verbal proficiency in English.
- Proficiency in using MS Office and other relevant software on computer.

- Work experience of 2 (+) years.

Benefit package:

- *Salary:* Negotiable as per qualifications and experience.
- Assured annual increment as per the policy of SEARCH.
- *Accommodation:* Will be provided in the campus as per requirements (Single / Family).
- *Other Benefits:* Provident Fund, Gratuity and Medical Insurance will be applicable as per the policy of SEARCH.
- *Health Care:* Primary health care free in the Hospital of SEARCH
- *Education of Children:* Free pick and drop back facility for children in school at the Gadchiroli Town (with CBSE School till 12th standard)

Send applications at: By email: hr@searchforhealth.ngo

Contact: 8795331112 / 8262971778

Mark '**for the post of Grant Administration Officer & EA to the Chairman**' in the subject line of the Email.