

Position Code	: PHFI-IPHS-2026-PSA-01
Position Title	: Programme Support Associate (Consultant)
No. of Positions	: 01
Location	: PHFI-Institute of Public Health Sciences (PHFI-IPHS), Deemed to be University, Hyderabad
Duration of Position	: Initially for one year or till completion of project, whichever is earlier (extendable subject to performance, continuation of the project and availability of funds)

Brief on the Organization:

The PHFI Institute of Public Health Sciences (PHFI-IPHS), Deemed to be University, is India's premier institution dedicated to advancing excellence in public health education, research, training, and practice. Established on the strong academic foundations and multidisciplinary expertise of the Indian Institutes of Public Health under the Public Health Foundation of India (PHFI), the University plays a pivotal role in strengthening the public health ecosystem in the country. It has been notified under the "Distinct Category" of the UGC (Deemed to be Universities) Regulations, 2024, reflecting its national importance and commitment to high standards in public health education and research.

Project Brief

The National Centre for Disease Control, (NCDC), Delhi, under the Ministry of Health & Family Welfare, Government of India, has been implementing the Field Epidemiology Training Programme (FETP) to strengthen public health surveillance and outbreak response capacity. The Intermediate (I-FETP) is a 12-month, competency-based, on-the-job training programme for district surveillance officers, comprising contact sessions and field-based learning and mentorship.

As part of the national expansion of the I-FETP in 2026, 14 institutions have been designated as national training hubs across the country to deliver this competency-based training. PANPREP, PHFI-Institute of Public Health Sciences (deemed to be University) as one of these hubs. We are seeking Programme Support Associate (Intermediate Field Epidemiology Training Programme – I-FETP) to provide programme coordination and administrative support to the I-FETP Hub.

The engagement shall be made against the approved Grant-in-Aid provided by the National Centre for Disease Control (NCDC), Ministry of Health & Family Welfare.

Nature of Engagement

The engagement shall be:

- purely contractual in nature;
- project-specific under the Intermediate Field Epidemiology Training Programme (I-FETP);

- co-terminus with the project and subject to continuation of the programme and availability of Grant-in-Aid;
- without creation of any permanent or temporary post;
- without conferring any right for regular appointment, absorption or continuation in service under the Government of India, NCDC or the host institution.

Deliverables:

A. Programme Management

- Registration of trainees.
- Maintenance of trainee database.
- Preparation of training schedules.
- Coordination of contact sessions.
- Maintenance of programme calendar.
- Documentation of field assignments.
- Monitoring of trainee progress.

B. Administrative Support

- Maintenance of programme files.
- Drafting of official correspondence.
- Processing of official communications.
- Coordination with NCDC.
- Coordination with State Governments and partner institutions.
- Organization of meetings.
- Preparation of minutes of meetings.

C. Financial & Procurement Support

- Assistance in preparation of procurement proposals.
- Maintenance of procurement records.
- Assistance in GeM procurement.
- Assistance in quotation-based procurement.
- Assistance in preparation of Statements of Expenditure (SoE).
- Assistance in preparation of Utilization Certificates (UCs).
- Maintenance of PFMS-related records.

D. Training & Workshop Management

- Arrangement of logistics for contact sessions.
- Coordination with faculty and mentors.
- Preparation of workshop kits.
- Participant registration.
- Attendance management.
- Preparation of certificates.
- Maintenance of training records.

E. Documentation & Reporting

- Compilation of programme reports.
- Preparation of monthly progress reports.
- Maintenance of digital records.
- Updating programme databases.
- Maintenance of inventory and asset registers related to the programme.

F. Other Responsibilities

- Any other work assigned by the Hub Coordinator or Head of Institution in connection with implementation of the I-FETP.

Qualification:

Essential:

- Graduate from a recognized University

Desirable:

- Public Health/Hospital Administration/Health Management/Business Administration/Commerce/Statistics/Computer Applications/Information Technology

Experience:

Essential:

- Minimum **03 years'** post-qualification experience, Government Department/Government Medical College/Autonomous Body/Public Sector Undertaking/National Health Mission/Government-funded Public Health Institution/National Health Programme

Desirable:

- Experience in Epidemiology or Public Health Programmes/PM-ABHIM (Pradhan Mantri Ayushman/Bharat Health Infrastructure Mission/National Health Mission (NHM)/Field Epidemiology Training Programmes (FETP) GeM Portal/PFMS/eOffice/Microsoft Office including: MS Word, MS Excel, MS PowerPoint Data management/Management Information Systems (MIS).

Age Limit

Preferably not exceeding 40 years on the date of engagement.

Process to apply

Please note that the consolidated remuneration shall be a maximum of **INR 50,000** per month.

Interested and eligible candidates may send their updated CV with cover letter (not more than 500 words) to vacancies@phfiiphs.ac.in. Please mention the exact Position Code (**PHFI-IPHS-2026-PSA-01**) in the **email subject line** and fill the application form:

<https://forms.gle/kcPYk8aRVSa9dcGN8> Only shortlisted candidates will be contacted for the interview.

Last Date of Receipt of Applications: 10 September 2026

Candidates who have applied for this position under the previous advertisement are kindly requested not to submit a fresh application.

Remarks:

- *The engagement is purely contractual.*
- *Candidates should have an excellent academic record, good communication skills, a commitment to high quality graduate / post-graduate education.*
- *Mere eligibility will not entitle any candidate for being called for interview.*
- *Persons employed in Government/Semi-Government Organization or Educational Institutions in India must apply through proper channel.*
- *No correspondence will be entertained from candidates regarding any delays, conduct & result of interview and reasons for not being called for interview.*

“PHFI IPHS reserves the sole right to alter/modify/cancel the entire selection process or the position or the vacancy or to disqualify any candidature at any stage of the selection process”.

Women are encouraged to apply!