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### **Positions Announcement**

TCI Foundation invites applications for the position of Project Coordinator from eligible candidates for Targeted Intervention project (Migrant) at Chandigarh.

The announced vacancies are purely on contractual basis for limited and specific time period project. The duration of the services may be extended, if the timeline of the project extends, and such extension is completely on the discretion of the employer.

The advertised position can be cancelled and/or varied as per the discretion of the employer.

The candidate on selection may be posted/transferred anywhere in India as per the requirement and discretion of the employer. The data of all candidates who shall apply for these positions will be securely retained in the TCI Foundation HR Data Bank.

Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview. The candidates after extensive screening and shortlisting will be called for interview. No TA/DA will be paid by TCI Foundation to the candidate to attend the interview, if shortlisted and called for interview.

The interested candidates may apply online by **05<sup>th</sup> April 2021** to The **Head TCI Foundation**. The candidates may send the complete resume with cover letter through email at [recruit.tcif@tcil.com](mailto:recruit.tcif@tcil.com)

**Please Specify location and position applied for in the subject line.**

#### **POSITION ANNOUNCEMENT**

(before applying please refer to the eligibility and other conditions)

<b>Position:</b>	<b>M&amp;E cum Accountant</b>
Location:	Chandigarh
Report:	Project Coordinator
Salary:	<b>Rs. 12000/- pm (CTO)</b> Fixed (no negotiation)

#### **Job Summary:**

The M&E cum Accountant will be responsible for managing all program , physical and financial data. Update of information on daily basis, computerization of outreach and

project level data and consistency and quality checks of data, conduct data analysis and prepare monthly reports for review and reporting to SACS

### **Essential Requirements:**

Graduation in mathematics, Economic, Statistics and commerce. Minimum 2 years of work experience in data management, Monitoring & evaluation tools, data quality checks, analysis and interpretation of data on program performance. Maintaining financial records/accounts

### **Knowledge & Skills:**

- Proficient in computer data management and analysis using computer software's
- Familiarity with government health policies and programmes
- Strong communication skills
- Ability to work in small teams and flexible ways of working