

**A. Name of Position: Project Manager (Admin & Coordination)**

**Essential Educational Qualifications and Professional Experience:**

- BE/ B-Tech, Or BCA/MCA
  - Or
  - MBA/ Post Graduate Diploma in Management
  - Or
  - Master's in Public Health from recognized institute
  - Or
  - MBBS
- 3+ years working experience in health care sector
- Proficient in MS Office suite
- Preference will be given to persons having experience of working in Health sector

**Remuneration:** ₹1,00,000/- per month

**Key Responsibilities:**

- Project documentation, such as plans and reports.
- Monitoring and evaluation of project deliverables.
- Relationship management.
- Managing bottlenecks and escalating the same to the management.
- Handholding stakeholders.