


Advertisements for various Contractual Posts under the project “**Targeting Zero Dose Immunization Challenges of Assam (TICA)**” funded by Gates Foundation for strengthening Routine Immunization (RI) of Assam.

S.No.	Name of the post	Post (No.)	Qualifications	Age limit (in years)	Remuneration per month
1	Media Expert/ Communications	1	Ph.D./Master’s degree in Mass Communication, Media Studies, Public Relations and Social Sciences etc. with 10 years of post-qualification working experience in Public Health/Health Communication	50	Rs 100000 – 125000/-
2	Office Administrator	1	MBA in Finance/M.Com from a recognized university/institution. Minimum 3 years of post-qualification experience in office administration and/or finance within the development or health sector.	40	Rs 30000/-

Email your CV with your contact number at [ticagmch@gmail.com](mailto:ticagmch@gmail.com) on or before **27<sup>th</sup> May, 2025**. Shortlisted candidates will be uploaded at GMCH website for walk in interview.

Details of the Post (ToR) is available at GMCH official website: <https://gmchassam.gov.in>

  
19/5/2025  
Principal-cum-Chief Supermtendent  
Gauhati Medical College & Hospital  
Guwahati-32

## **2. Office Administrator**

### **Targeting Zero Dose Immunization Challenges of Assam (TICA)**

Location: Guwahati, Assam

Remuneration: ₹30,000 INR per month (Full-time engagement)

Age Limit: Below 40 years

Engagement Type: Full-time

Contract Tenure: Till 3rd March 2027

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#### **Project Background:**

The Targeting Zero Dose Immunization Challenges of Assam (TICA) project, funded by the Gates Foundation and implemented under the Government of Assam at Gauhati Medical College and Hospital (GMCH), aims to achieve 100% immunization coverage across the state. Through evidence-based, cross-cutting strategies and close collaboration with the Department of Health and Family Welfare (DHSFW), the project seeks to improve intent, access, and readiness for vaccine delivery.

The Project Management Unit (PMU) acts as a strategic bridge between medical colleges and DHSFW, driving innovation, coordination, and accountability in immunization efforts.

#### **Position Summary:**

The Office Administrator will play a key role in ensuring smooth administrative and financial functioning of the PMU. The candidate will be primarily responsible for managing office operations, maintaining records, processing reimbursements, and supporting financial accounting activities in line with project and institutional policies.

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#### **Key Responsibilities:**

- Provide comprehensive administrative and clerical support to the PMU and Core Technical Committee (CTC).
- Manage and process reimbursement claims, travel bills, invoices, and related financial documentation in a timely and accurate manner.
- Maintain proper accounting records, ledgers, and financial tracking of project-related expenditures.
- Coordinate with vendors and finance departments for payments, invoices, and procurement compliance.
- Ensure all financial documents are properly filed, digitized, and accessible for internal/external audits.
- Support scheduling, meeting logistics, and travel arrangements for PMU staff and consultants.
- Maintain inventory, manage office supplies, and oversee daily logistics of the PMU.

- Assist in organizing events such as trainings, workshops, and field visits.
  - Support HR-related functions such as attendance, on-boarding, and leave management.
  - Perform any other administrative or finance-related tasks as assigned by the Project Manager or Core Technical Committee.
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#### **Qualifications and Experience:**

- M.Com, MBA in Finance from a recognized university.
  - Minimum 3 years of post-qualification experience in office administration and/or finance within the development or health sector.
  - Basic accounting and financial processing skills are essential.
  - Familiarity with handling reimbursements, vouchers, and budget tracking.
  - Proficient in MS Office (Word, Excel, PowerPoint) and financial documentation software/tools.
  - Knowledge of Assamese and/or other local languages will be an added advantage.
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#### **Desirable Attributes:**

- High level of accuracy, attention to detail, and financial accountability.
- Strong interpersonal and organizational skills.
- Ability to work independently and manage multiple tasks under tight timelines.

#### **Application Process:**

Interested candidates should submit their CV along with a cover letter and contact number to [ticagmch@gmail.com](mailto:ticagmch@gmail.com) on or before **27<sup>th</sup> May, 2025**.

Shortlisted candidates will be notified, and the interview list will be published on the GMCH website: <https://gmchassam.gov.in>

  
Principal-cum-Chief Supermtendent  
Gauhati Medical College & Hospital  
Guwahati-32

## **1. Communication/Media Expert**

### **Targeting Zero Dose Immunization Challenges of Assam (TICA)**

Location: Guwahati, Assam

Remuneration: ₹100,000–125,000 INR per month (Full-time engagement)

Age Limit: Below 60 years

Engagement Type: Full-time

Contract Tenure: Till 3rd March 2027

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### **Project Background:**

Targeting Zero Dose Immunization Challenges of Assam (TICA) is a Gates Foundation (GF) funded initiative under the Government of Assam at Gauhati Medical College. The project's mission is to achieve 100% immunization coverage in Assam by implementing evidence-based and cross-cutting strategies. A dedicated Project Management Unit (PMU) under the Core Technical Committee (CTC) of TICA will serve as a strategic interface between Medical Colleges and the Directorate of Health Services (Family Welfare).

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### **Position Summary:**

TICA is seeking a Communication/Media Expert with specialization in Child Health & Immunization policies and strategies. The role involves creating and disseminating compelling and accurate public health messaging that fosters behavioral change and enhances vaccine uptake in Assam.

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### **Key Responsibilities:**

- Design and implement strategic communication campaigns to improve vaccine intent, access, and readiness.
  - Develop behaviour change communication (BCC) and risk communication strategies aligned with TICA goals.
  - Translate complex public health data into accessible, culturally appropriate messages for various audiences.
  - Produce content for print, digital, and broadcast media, ensuring linguistic diversity and local relevance.
  - Engage with stakeholders including government bodies, NGOs, media partners, and communities.
  - Monitor and evaluate the effectiveness of communication interventions and modify strategies accordingly.
  - Coordinate tele-health-based outreach for immunization awareness and education.
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## Qualifications and Experience:


- Ph.D./Master's degree in Mass Communication, Communications, Media Studies, Public Relations, Social Sciences.
- Minimum 10 years of experience in the health sector working in the field of behavioral & social change, developing communication and media related materials
- Oversee the call center operations and develop culturally sensitive IEC materials.
- Conduct Zero-Dose Learning Agenda (ZDLA) sessions to identify and mitigate barriers relating to zero dose children.
- Collaborate with local leaders for community mobilization and adherence to vaccination schedules.
- Prior experience of conducting Field Research.
- Strong portfolio demonstrating impactful media and communication campaigns.
- Demonstrated experience in behavioural change communication, risk communication, and tele-health interventions.
- Proficiency in MS Office, digital platforms, and media monitoring tools.
- Excellent command over Assamese and other local languages preferred.
- Strong writing, editing, and presentation skills.

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