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| **Designation:** | Project Manager - Tamil Nadu & Puducherry |
| **Job Department:** | National Outreach Program (NOP) |
| **Experience:** | 3+ Years in Social Development-Health sector/Hospital Setting/Project management |
| **Qualification:** | Post graduate preferably in Project Management or MSW |
| **Job Location:** | Chennai |

**ROLE DESCRIPTION:**

In its 19 years of work in pediatric oncology, Cankids has developed 2 models of support.

1. **Cankids Hospital Support Unit (CHSU) model** – CanKids partners with the childhood cancer treating centers and hospital administrations, providing dedicated manpower, social support services including medical, treatment support including blood, accommodation, psycho-oncology, education and continuity of care through palliative and survivorship. We are currently present in **141 hospitals** across **22 states and 57 cities** as of June 2023

2. **Change for Childhood Cancer (CCC) States Project** CanKids works with state governments and other relevant stakeholders **to ensure that families get best Access to Care** (are able to get to a treatment facility) – through appropriate knowledge of where to go, timely diagnosis and treatment, shared care and continuity of care, awareness and Access to Care information and resources. We currently have ‘knowledge and technical’ partnerships with **8 State governments**.

**DEPARTMENT DESCRIPTION:**

**Cankids National Outreach Project** aims to deliver its models for Change for Childhood Cancer in India and Holistic family Centered care to children with cancer and their families across the country. NOP strives to go “wider” and “deeper” to achieve the CK vision of global survival rates of 70-95% for childhood cancer in India and to ensure the quality of life for child cancer patients, families, and survivors.

**NOP works through.**

1. Working as ‘knowledge and technical partners’ with the State Governments through the CCC MoUs
2. Identifying and Setting Up Cankids Hospital Support Units (CHSU’s) in Centers treating children with cancer
3. Collaborating with cancer centers and medical professionals to provide better quality paediatric cancer treatment, care, and support by identifying gaps and needs assessment.
4. Providing Social Support Teams along with building capacity and skills in support services for paediatric cancer care, through training and resource material- for social workers, database managers, counsellors, nutritionists, teachers, parent support groups, and survivors.
5. Ensuring access for families of children with cancer-to-cancer centers and to Cankids, Government, and other support services.
6. Build capacities of centers and health professionals where children are being treated for cancer in the absence of a Paediatric oncologist /Paediatric oncology centre.
7. Outreach on disease intervention and impact/ Collect and provide information to create awareness and advocate to the Government for cancer centers and the drug industry for the best possible treatment through its Quality Care Research Impact (QCRI) program.
8. Partnering with like-minded NGOs/organizations/institutions/donors.

**COMPETENCIES/ SKILL SET:**

* Should have Strong conceptual knowledge of project management.
* Strong leadership skills.
* Good Knowledge of the development sector.
* Sound communication skills to work hand in hand with treating doctors, social workers, nurses, project officers, etc.
* Preferable - understanding of the Cancer units and their working methods.

**KEY RESULT AREAS:**

1. **National Outreach Project – Change for Childhood Cancer Tamil Nadu & Puducherry Project**
2. Take the Change for childhood cancer state project forward – advocacy, tie up with government initially focusing on Tamil Nādu, Karnataka & Puducherry state
3. Help the Deputy General Manager-South in managing and oversee entire staff for allocated state at the CHSU level.
4. Ensure planning, budgeting and preparing MOU’s for assigned region units.
5. Complete documentation, filling and reporting for entire assigned region.
6. Management of MIS system.
7. Monitoring and evaluation of all the units in the state.

**KEY DELIVERABLES:**

**NOP Project Management:**

1. Responsible to oversee all the activities of the hospital units of the state of Tamil Nadu, Karnataka & Puducherry as per the plans.
2. Liaise with government officials for the ‘CCC- State’ Project – planning, mapping, advocacy, and creating a task force.
3. Ensure regular visit to each hospital once in a month and for the rest of the time coordinate and take inputs from Cankids social support team and ensure commitments are delivered on time.
4. Identifying and setting up new units.
5. Preparing budgets for new units set up and overseeing annual budgeting of ongoing units.
6. Conduct feasibility, and gap analysis and prepare MOUs and contracts for new units and getting signed.
7. Coordinate with social workers regarding attendance, reports, and medical requirements.

**Management Information System**

1. Work with the Deputy General Manager-South to ensure to maintain of a complete database of all units through social workers in software for assigned regions.
2. Update overall records and database on a regular basis for assigned locations in Excel format.
3. Ensure to provide support for the management of the MIS system with a complete process in coordination with all the Cankids departments and teams.
4. Timely reporting of all the required reports to the management for the assigned region/state.

**Additional Duties:**

This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.