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| **Designation:** | Project & Operations Manager  |
| **Job Department:** | National Outreach Program (NOP) |
| **Experience:** | 4 – 10 Years |
| **Industry:** | NGO/ Social Development Sector |
| **Qualification:** | Masters in Social Work |
| **Employment Status Permanent/part time/ contractual):** | Permanent |
| **Job Location:** | Mumbai |
| **CTC** | 18,000 – 40,000 per month |
| **No of Vacancies:** | 1 |

**ROLE DESCRIPTION:**

Oversee regional hospital and regularly visit hospital and identify new units. Also prepare budgets and Memorandum of Understanding (MOU’S). Coordinate with social workers regarding attendance, reports, medical requirements, PSG support. Evaluate and monitor complete data of Cankids for assigned region.

**DEPARTMENT DESCRIPTION:**

* Enable access and collaborate with cancer centers and the medical professionals to provide better quality pediatric cancer treatment, care and support
* Identify and Set up running Cankids Support hospitals/Units.
* Build capacity and skills in support services for pediatric cancer care, through training and resource material- for social support team.
* Collect and provide information to create awareness and advocating to Government for cancer centers and drug industry for best possible treatment.
* Advocate and work on projects for quality care, research and analysis under QCRI.

**COMPETENCIES/ SKILL SET:**

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