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| **Designation:** | Asst Project Manager |
| **Job Department:** | National Outreach Program (NOP) |
| **Years of Experience:** | 3-4 Years |
| **Qualification:** | Postgraduate preferably in Project Management |
| **Job Location:** | Mumbai |

#  ROLE DESCRIPTION:

In its 14 years of work in pediatric oncology, Cankids has developed 2 models of support.

1. Change for childhood cancer India (CCC) – which is managed through Change for Childhood Cancer State wise projects.
2. YANA – you are not alone – holistic care for children with cancer and their families throughout the cancer journey and after. This is managed through ‘Cankids Hospital Support Units’ (CHSU) across different pediatric oncology treating hospitals.

The person Project Manager/ State In-charge would be responsible for managing both these models in the allocated states/s.

# 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. Identifying and Setting Up Cankids Hospital Support Units (CHSU’s) in Centers treating children with cancer
2. Collaborating with cancer centers and medical professionals to provide better quality pediatric cancer treatment, care, and support by identifying gaps and needs assessment.
3. Providing Social Support Teams along with building capacity and skills in support services for pediatric cancer care, through training and resource material- for social workers, database managers, counselors, nutritionists, teachers, parent support groups, and survivors.
4. Ensuring access for families of children with cancer-to-cancer centers and to Cankids, Government, and other support services.
5. Build capacities of centers and health professionals where children are being treated for cancer in the absence of a Pediatric oncologist /Pediatric oncology center.
6. 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.
7. 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 Bihar Project**
1. Take the Change for childhood cancer state project forward – advocacy, tie up with government initially focusing on Bihar.
2. Help the Senior Manager of Operations in managing and overseeing the entire staff for the allocated state at the CHSU level.
3. Ensure planning, budgeting, and preparing MOUs for assigned region units.
4. Complete documentation, filing, and reporting for the entire assigned region.
5. Management of MIS system.
6. Monitoring and evaluation of all the units in the state.

# KEY DELIVERABLES:

**NOP Project Management:**

1. Responsible to oversee Bihar State operations as per the plans for the state.
2. Liaise with government officials for the ‘CCC- State’ Project – planning, mapping, advocacy, and creating a task force.
3. Ensure regular visits 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. 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 General Manager/ Deputy General Manager Operations to ensure to the maintenance 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.

# 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.