



The IIHMR University offers MBA (Hospital and Health Management), MBA (Pharmaceutical Management), MBA (Development Management), MBA (Digital Health), Master of Public Health (in collaboration with Johns Hopkins University, USA), *Master of Public Health (Implementation Science) (fully funded WHO-TDR programme)*, Executive Education and Ph.D. programmes. IIHMR University is a leading knowledge institution of the country engaged in teaching, research and training in the domains of public health, health and hospital administration, pharmaceutical management and rural development. The University is recognized as a Scientific and Industrial Research Organization by Department of Scientific and Industrial Research, Government of India.

### About the Project

The IIHMR University along with SAATHII, a Principal Recipient (PR) of the Global Fund grant, is implementing the GFATM program that includes components of capacity building for HIV prevention, testing-treatment, and care service providers, HIV interventions among incarcerated populations, and the Elimination of Mother-To-Child Transmission.

For this programme IIHMR University is inviting applications for recruitment against following posts for “Kshamta Kendra’ purely on contract basis for a period of one year (Extendable on satisfactory performance)

### Applications are invited from the prospective, enthusiastic and hardworking candidates for the role of Finance and Admin Officer

**Position: Finance and Admin Officer**

**No of position: One**

**Qualification and Experience:** B. Com with working knowledge of accounting software, especially Tally with 2 years of working experience

### Role of Finance and Admin Officer:

- Administration of Kshamta Kendra
- Managing Database
- Logistics arrangements during training
- Communication and follow-up with NGOs/CBOs
- Communication and follow-up with trainees
- Training hall arrangements and other
- Accounts keeping and submission of accounts
- Travel and logistics arrangements of Kshamta Kendra staff
- Any other tasks assigned under the project

**Remuneration:** INR 30, 000/- per month

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Send us your updated resume with a photograph through online (<https://iihmr.edu.in/jaipur/careers-form>) or email at [jobs@iihmr.edu.in](mailto:jobs@iihmr.edu.in) within the next 10 days.



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