



National Law University Odisha

(established by Odisha Act IV of 2008)

Accredited with grade 'A' by NAAC

Ref No.: NLUO/ACAD/17978/22

Date: 20-04-2022

Advertisement for the post of Project Manager and Project Coordinator

The National Law University Odisha is looking for two professionals to work on contractual basis for a project entitled: "Supporting stronger and evidence-based tobacco control initiatives through capacity building and strengthening laws, policies and institutional mechanisms with multi-stakeholder engagement towards tobacco-free India."

S. No.	Name of the Post	Consolidated Remuneration	Duration	Qualifications	Age Limit
1.	Project Manager	Rs. 51,000/month	2 Years	Essential: Post graduate in Public Health/Social Work/Law Skill: Efficient in MS Word and MS Excel, preparation of Data Collection Tools, Analysis of Data and Preparation of report. Desirable: Experience in health sector for at least two years. Experience in Field work research and training.	Maximum age of 45 years on the date of advertisement.
2.	Project Coordinator	Rs. 18,500/month	2 Years	Essential: Graduate in Public Health/Social Work/Law Skill: Efficient in MS Word, MS Excel, Report Writing. Desirable: Excellent Writing Skill	Maximum age of 35 years on the date of advertisement.

Other Terms and Conditions for the above mentioned posts are:

1. The engagement of the Project Manager and Project Coordinator is not against any regular post and is limited to the duration of the project. The engagement shall not confer any right for permanent/ regular job or absorption at NLUO.
2. The engagement of the Project Manager and Project Coordinator is for the specified project only.
3. In case of unsatisfactory performance, the contract can be terminated by the University before the expiry of two years.
4. During the duration of the project, the Project Manager and Project Coordinator are required to stay in Cuttack or Bhubaneswar and make their own arrangements for stay and food.
5. Working days for the Project Manager and Project Coordinator will be six days a week (Monday to Saturday) from 10 AM to 6 PM.\
6. Apart from Sundays and gazetted holidays, the Project Manager and Project Coordinator shall be entitled for one day leave in a month.
7. The Project Manager and Project Coordinator are, however, not entitled for any benefit like Provident Fund, Medical Insurance or gratuity.
8. The Project Manager and Project Coordinator will work under the supervision of Project leader and Assistant Project Leader.
9. Role and responsibilities:
 - a. Project Manager: To implement the project under the supervision of the Project Leader and Assistant Project Leader by carrying out empirical and desk research. Planning of activities and coordination with other implementing agencies/ State Government departments, holding of workshops and preparation of research results. Programme Manager may be required to travel in the State and other places outside State to coordinate the project work if required. TA/DA will be paid during travel for project work.
 - b. Project Coordinator: To work with the Project Manager under the supervision of the Project Leader and Assistant Project Leader and implement the various tasks identified by them including preparation of information pamphlets, brochures, research reports, invites and visiting the field in the State of Odisha. TA/DA will be paid during travel for project work.

Interested candidates may apply on or before **30 April 2022** by sending filled in application form along with updated CV to recruitment_tobaccocontrol@nluo.ac.in. Only shortlisted candidates will be called for interview. No TA/DA will paid for interview.

For details visit website: www.nluo.ac.in


Registrar
Registrar
National Law University, Odisha