



**TATA MEMORIAL CENTRE
TATA MEMORIAL HOSPITAL
H.R.D. DEPARTMENT**

(Grant-In-Aid Institute of Department of Atomic Energy, Government of India)

Ref. No. TMC/AD/132/2025

15.11.2025

WALK-IN INTERVIEW
ON
28.11.2025

Reporting Time: 10:00 A.M. TO 11:00 A.M.

Qualification: Masters in Public Health (MPH) or related field (PhD Preferred)

No. of Vacant Post: 02

Remuneration: Rs. 60,000/-p.m.

(Based On Qualification, Experience & Performance of the candidate during the interview, salary increment will be offered)

About the Role:

We are looking for a dedicated “**Project Manager- Public Health Policy**” under “Tata Trust Endowed Chair for Global Leadership in Cancer care Research & Policy at Tata Memorial Centre (CSR Funded Project) A/C No.6547 to oversee the execution of a National Cancer Care strengthening initiative. You will be responsible for achieving 16 key objectives in actionable plans, coordinating with the entire task force, and ensuring the timely delivery of a strategic roadmap for India's cancer care system. You will not be just a manager but also a task master of India's cancer care transformation policy propositions. Your mission will be to break down 16 strategic objectives into action items, align with various experts and expert groups, and deliver a national roadmap in 21 Months (Epidemiological projections, HR gaps, infrastructure mapping, policy upgrades, etc., using tools like work breakdown structure (WBS), PERT/Gantt charts, and relentless follow-through from stakeholders like government departments, Policymakers, oncologists, data scientists, and state health teams. Travel, meal, and accommodation expenses for official outdoor travel during the tenure of employment will be provided as per hospital policy.

Key Responsibilities:

➤ **Project Planning & Execution:**

• Develop detailed methodologies, work plans, timelines, and milestones to achieve all 16 objectives. • Report & Monitor progress, identify delays, and ensure corrective actions using tech tools and regular follow-ups with stakeholders and working groups. • Prepare clear and concise daily, weekly, Monthly, and yearly reports for the Steering Committee, leadership, and stakeholders.

➤ **Coordination & Collaboration:**

• Work closely with officials, subject experts, policymakers, doctors, data analysts, state health teams, etc. • Facilitate discussions to align different stakeholders on project goals and lead proactively in following up on all actionable.

➤ **Problem-Solving & Accountability:**

• Address challenges in implementation proactively. Ensure all deliverables meet quality standards and deadlines. • Work with the best team spirit and ownership of the task assigned to deliver the targets and achieve results for the team.

Experience:

- Above 5 years in Project management, Preferably in Public Health or Healthcare Systems is **Mandatory**
- Experience working with government health programs (e.g. Ayushman Bharat, NHM)
- Strong Skills in Data Analysis, Report writing and Stakeholder Management

Eligible candidates may attend the walk-in interview at HRD Department (Project Office) Tata Memorial Hospital, Service Block Building, 4th Floor, Dr. E. Borges Marg, Parel, Mumbai – 400012, along with Bio-data, recent Passport size Photograph, xerox copy of PAN Card, AADHAAR Card, Original Certificates and set of attested copies of all certificates, **along with a brief cover letter (1 Page) explaining your suitability for the role & two Professional references required.** In case of more candidates, MCQ Test will be conducted and eligible candidates will be shortlisted for the interview, accordingly. Internal candidates need to submit NOC from their current HOD/Principal Investigator.

(BENNY GEORGE)
CAO (HRD), TMC