



NATIONAL LAW UNIVERSITY ODISHA, CUTTACK

(Established by Odisha Act IV of 2008)

Kathajodi Campus, Sector 13, CDA, Cuttack-753015, Odisha

[Accredited with 'A' Grade by NAAC]

Advt No.: NLUO/FR-002/06-02-2023

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
1.	Project Manager	Rs. 52,000/month	2 years	Essential: Post graduate in Public Health /Social Work/Law Desirable: Experience in the health sector for at least two years. Experience in Fieldwork research and training Efficiency in MS Word & MS Excel, preparation of Data Collection Tools, Analysis of Data & Preparation of the report.
2.	Project Coordinator	Rs. 20,000/month	2 years	Essential: Graduate in Public Health/ Social Work/Law Desirable: Excellent Writing skill; Efficiency in MS Word, MS Excel, and Report Writing.

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. The Project Manager and Project Coordinator are, however, not entitled for any benefit like Provident Fund, or gratuity. Medical Insurance will be applicable as per the University rules.
6. The Project Manager and Project Coordinator will work under the supervision of Project leader and Assistant Project Leader.

7. Job Description:

- 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 16th February 2023 by sending your CV to recruitment_tobaccocontrol@nluo.ac.in and filling out the online application form available at Careers Section of www.nluo.ac.in. Candidates who have applied before, need not resend their application. Only shortlisted candidates will be called for an interview. No TA/DA will be paid for the interview. For details visit the website: www.nluo.ac.in

**Sd/-
Registrar**