Project Management Officer, Koita Centre for Digital Health – Ashoka University

Location	On-site at Ashoka University (KCDH-Ashoka), Sonepat, with hybrid work options available.
Department	Koita Centre for Digital Health at Ashoka
Reports To	Project Head
Role Type	Temporary

ABOUT THE ROLE

KCDH-A works with central and state governments, multilateral and international organisations, and other national and global partners on research, technical assistance and capacity building in digital health and AI. These collaborations often run in parallel and involve workshops, consultations, partner reviews, reporting and tight timelines. The Project Management Officer will help KCDH-A plan, coordinate and deliver its research collaborations with government and international stakeholders, and manage the Centre's projects.

ROLES AND RESPONSIBILITIES

Under the guidance of the designated lead at KCDH-A, the Project Management Officer supports the Centre's research collaborations with government and international stakeholders, and the management of its projects. They make sure meetings happen, deadlines are met, workshops run smoothly and every stakeholder knows what is due and when. They are a key point of contact for planning, coordination, logistics, budgets and reporting.

Flexibility: KCDH-A's collaborations with government and international partners are often fast-moving, and priorities and timelines may change at short notice. The responsibilities and Terms of Reference below are therefore indicative. The role holder may be assigned across projects as needs evolve, and the role will involve periods of intense work around key meetings and deadlines

The Project Management Officer will undertake the following responsibilities:

- Assist project teams in developing workplans, timelines and trackers across KCDH-A's projects and collaborations.
- Coordinate meetings with government and international partners: schedule them around senior officials' calendars, circulate agendas and notices, and follow up on minutes and action-taken reports.
- Plan and manage workshops, consultations and events end to end: venues, travel, participants, materials, vendors and budgets.
- Manage shared workspaces, document control and version control.
- Track budgets and expenditure against workplans; manage procurement and vendors in line with University rules; provide inputs for grant and donor reporting.
- Prepare progress reports, dashboards and updates for leadership, funders and partners.
- Act as a point of contact on coordination and logistics with government departments, international organisations and partners.
- Support partnership processes, such as MoUs, agreements and approvals, in coordination with the relevant University offices.
- Flag risks to timelines early and propose mitigation.
- Ensure compliance with University, grant and government protocols.
- Undertake other tasks as required by KCDH-A.
- **Reporting & Supervision**
    a. The position will report to Dr Mayank Garg and will undertake tasks assigned by the reporting manager.
    b. Submit a short monthly progress note against this TOR to the reporting officer, and other documentation as required by the Centre.
- **Working Arrangements**
    a. Based at Ashoka University (KCDH-A), Sonepat. Work may also be required on-site at the offices of government and international partners in Delhi.
    b. Travel within India for workshops, consultations and partner meetings.
    c. Work outside regular hours may be required around key meetings, submissions and deadlines.

d. Follow government document formats, protocols and approval processes where applicable. Outputs prepared for government are submitted as inputs and are not branded as KCDH-A or third-party documents unless approved. No IP can be claimed by the individual for work done under this contract.

- **Performance Review**
  a. Quarterly review against the responsibilities in this TOR, covering quality, timeliness and responsiveness.
  b. Continuation of the contract is subject to satisfactory performance.

c. Confidentiality & Conduct

a. Keep all government, partner and procurement information confidential, during and after the contract.
b. Do not publish, present or communicate project information externally, including on social media, without prior approval from the reporting manager and KCDH-Ashoka.
c. Disclose any actual or potential conflict of interest, including links with AI or health-technology vendors.
d. Abide by Ashoka University's policies and code of conduct.

d. Location & Travel

a. **Work Location**: On-site at Ashoka University (KCDH-Ashoka), Sonepat. The role may require frequent work at the offices of government and international partners in Delhi.
b. **Travel**: Travel within India for workshops, consultations and partner meetings.

WHAT WE ARE LOOKING FOR

Qualifications

Essential:

a. Bachelor's degree in any discipline.

Desirable:

a. Master's degree (e.g. MBA, MPH, public policy, hospital administration or development studies).
b. Project management certification.

Who You Are

- **Essential:**
  - Project or programme management experience, ideally in government-facing roles or research project management units (PMUs).
  - Experience organising events, workshops or multi-stakeholder consultations.
  - Experience tracking budgets and managing vendors.
- **Desirable:**
  - Experience in a PMU with central or state government, ideally in health.
  - Experience on grant-funded or international projects, including donor reporting.
  - Familiarity with government protocols, file notes and official correspondence.
  - A background in health, digital health or technology programmes.
- **Skills and Knowledge:**
  - Planning, scheduling and tracking of multiple projects and workstreams.
  - Proficiency in MS Office or Google Workspace and project management tools.
  - Budget tracking, expenditure reconciliation and procurement processes.
  - Event and travel logistics for workshops and consultations.
  - Excellent minute-taking and official correspondence.
  - Coordination with senior officials, international partners and multiple stakeholders.
  - **Agility**: comfortable with ambiguity and shifting priorities; able to pivot quickly without losing quality.
  - **Ownership**: self-motivated, takes initiative and follows through.
  - **Deadline resilience**: delivers polished work under tight and last-minute timelines.
  - **Government readiness**: comfortable working with government officials and international partners; discreet with confidential information.
  - **Collaboration**: works well across disciplines and organisations.
  - **Mobility**: willing to travel within India, including to the partner state for use-case testing.
- **Language Requirements:**
  - Proficiency in English (reading, writing and speaking) at an advanced level.
  - Working knowledge of Hindi is an advantage

ABOUT ASHOKA UNIVERSITY

Ashoka University is India's premier interdisciplinary higher education and research-focused institution, offering world-class opportunities in the natural sciences, social sciences, and humanities. Established in 2014 by leaders, thinkers, academics, and philanthropists from diverse fields, it operates on a unique model of collective philanthropy, integrating exemplary governance standards with cutting-edge pedagogy and a faculty body of international acclaim.

Today, the University has a community of 3000+ students and operates seven Schools imparting industry-oriented education, professional skills, and values-based learning to prepare students for global careers. The University espouses principles of inclusivity and diversity, having more than 57% women, 4% international scholars, 100+ students with disabilities, and over 47% students on scholarships. Since its inception, Rs 723 crores have been awarded in scholarships with over 2,000 students receiving full-tuition fee waivers cumulatively and 5400+ students being supported through scholarships. In addition, nearly 5500 of Ashoka's alumni are pursuing careers of their choice in reputed organisations and leading universities across the world.

Ashoka University continues to reaffirm its commitment to building an inclusive institution of excellence in teaching and research, nurturing responsible leaders for India and the world. In 2025, Ashoka University was honoured with the 'University of the Year (Emerging)' award at the 20th FICCI Higher Education Summit 2025 - one of India's notable industry platforms celebrating excellence in academia and innovation. The University also secured the first position in the Indian Institutional Ranking Framework (IIRF) 2025 in two prestigious categories.

The Ashoka advantage will continue to equip its students with the skills to see the big picture - to critically analyse, question, interpret, craft compelling arguments, and find sustainable solutions. It is a collective effort towards nation-building. This is where tomorrow's leaders are born.

Check out the Ashoka Website to know more: https://www.ashoka.edu.in/

ABOUT KOITA CENTRE FOR DIGITAL HEALTH AT ASHOKA UNIVERSITY (KCDH-A)

Koita Centre for Digital Health at Ashoka (KCDH-A) is an interdisciplinary Centre, offering robust academic and research programmes aimed at advancing and developing a fresh perspective on Digital Health. It focuses on the convergence of healthcare, genomics, information technology, and artificial intelligence revolutions. KCDH-A aspires to nurture a new generation of Digital Health thinkers, innovators, and implementers through a balanced emphasis on education and research.

The Centre offers strong academic programmes in digital health & informatics, drives research in next-generation digital health tools & solutions, and creates strong executive education in digital health.

KCDH-A is a joint centre of the Trivedi School of Biosciences and the Department of Computer Science at Ashoka University, established with support from Koita Foundation, a philanthropic organisation with a mission to accelerate Digital Health adoption in India.

Application Submission Process:

We invite you to embark on this journey by submitting your application to the Koita Centre for Digital Health- Ashoka University. To ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

Application Requirements:

- Resume (maximum 2 pages)
- Cover letter (maximum 1 page), highlighting your project management and government or international coordination experience.
- **Please merge the above two into one PDF and share.**

Include Essential Details: Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable.

Submit Your Application: Email your CV to communications.kcdha@ashoka.edu.in, head.kcdha@ashoka.edu.in and CC mayank.garg@ashoka.edu.in, resham.sethi@ashoka.edu.in, aura.bhattacharyya@ashoka.edu.in, ensuring the subject line reads as follows: <"Application – Project Management Officer – KCDH-A_ Applicant Name>". This will help us efficiently process your application.

Terms And Conditions:

- This position is temporary only. Employment will terminate immediately upon completion/termination of the project, and neither Ashoka University nor the Principal Investigator nor the funding agency is obligated to offer permanent employment.
- Only interview candidates will be contacted or notified. The date and time of the interview will be communicated via email exclusively.
- Under no circumstances will applications received after the vacancy notification deadline be considered.
- There will be no TA/DA given for attending the interview.
- This will be a Contractual Hiring for 12 months. Full-time on campus.
- Applications with additional attachments other than the merged PDF will not be considered.