भारतीय प्रौद्योगिकी संस्थान इंदौर

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IIT Indore

The Charak Center for Digital Healthcare at IIT Indore is a pioneering initiative aimed at revolutionizing healthcare through data-driven innovations. Our interdisciplinary team works on cutting-edge projects that leverage the latest technologies in AI, data science, and digital health to improve patient outcomes and streamline healthcare delivery.

What We Offer

- An opportunity to work on innovative projects that have a real-world impact.
- Collaborative and inclusive work environment.
- Access to state-of-the-art facilities and resources.
- Professional development and growth opportunities.

Position: Project Coordinator – Charak Center for Digital Healthcare

The Charak Center for Digital Healthcare at IIT Indore is seeking a Project Coordinator to oversee the planning, execution, and delivery of its initiatives in digital healthcare. The successful candidate will be a key liaison between faculty members, collaborators, industry experts, end users, and other stakeholders, ensuring seamless communication and coordination. This role requires an individual with strong organizational skills and the ability to manage multiple projects efficiently while contributing to the Center's mission of advancing digital healthcare solutions.

Roles and Responsibilities

1. Stakeholder Coordination

- Build effective communication channels with faculty, industry personnel, end users, and collaborators.
- Represent the Center at various forums, meetings, and events as required.

2. Project Management

- Organize, communicate, and monitor the progress of projects and specific assignments to team members and stakeholders.
- Act as a central point of contact to resolve any project-related challenges.

3. Documentation and Planning

- Prepare essential project management documents, including project budgets, schedules, scope statements, and plans.
- Conduct project analytics to evaluate and demonstrate the impact of projects executed by the Center, including performance metrics, success stories, and stakeholder feedback.
- Ensure timely and accurate documentation of project deliverables and milestones.

4. Strategic Understanding and Execution

- Develop a thorough understanding of the Center's core thrust areas, programs, and technology verticals in digital healthcare.
- Align project execution strategies with the Center's objectives and vision.

5. Collaboration and Communication

- Facilitate collaboration between multidisciplinary teams, including faculty researchers, industry experts, and end users.
- Provide regular updates to stakeholders on project status, risks, and outcomes.

Qualifications

- Bachelor's or master's degree in project management, Healthcare, Engineering, Business Administration, or a related field.
- Experience in project coordination, preferably in the healthcare domain or with healthcare-related projects in a research or technology-driven environment.

Preferred Skills

- Prior experience in a research or academic institution.
- Understanding of healthcare industry standards and trends.
- Experience with stakeholder management and public representation.
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Duration: 1-year contractual, full time in nature and extendable subject to performance reviews.

Compensation: As per industry standards.

Interested candidates may [Click here](#) to apply.

Only shortlisted candidates will be called for a written test/interaction/interview. Mere fulfillment of the eligibility criteria does not entitle an applicant to be shortlisted. All the applications will be thoroughly evaluated for suitability with the company's requirements. The company reserves the right to not fill up /cancel the post advertised without assigning any reason. In case of selection the role will be finalized by the selection panel and the decision will be binding