

APPOINTMENT OF DIRECTOR ROTTO SOTTO, KEM HOSPITAL, PAREL, MUMBAI-12

Name of the post: Director ROTTO SOTTO, MUMBAI

Place of work: ROTTO/SOTTO Office, KEM Hospital, Mumbai

Type of Employment: Contractual (Part /full time)

Duration of Contract: 11 months 29 days.

Renewable after break of one day subject to satisfactory performance in the previous year

Pay: Rs. 39,200 -- 67,000 + Grade pay 10,000 (No other conveyance)

ESSENTIAL QUALIFICATION:

- 1) Post graduate degree in any specialization.

DESIRABLE EXPERIENCE:

- 1) Working with any organization involved with:
 - a) Cadaver organ distribution.
 - b) Cadaver organ donation awareness programs.
 - c) Person should possess leadership qualities (Worked at government organization is desirable)

NOTE: The person should not be actively involved with any transplant program in the state of Maharashtra and should not have any civil, criminal or consumer cases in any court in relation to transplant/medical negligence.

DUTIES:

- 1) Establishing office of ROTTO SOTTO, Mumbai.
- 2) Coordinating and interlinking activities of various SOTTOs under Jurisdiction of ROTTO.
- 3) Monitoring and surveillance of transplantation activities of SOTTOs.
- 4) Technical guidance and support to staff working in the ROTTO/SOTTO office.
- 5) Interstate allocation of organs.
- 6) To conduct and monitor IEC awareness activities.
- 7) Supervision of data keeping.
- 8) Supervision of staff.
- 9) Any other related work.

APPOINTMENTS OF CONSULTANTS FOR ROTTO SOTTO, KEM HOSPITAL, PAREL,
MUMBAI-12

Name of the post: Consultants at ROTTO SOTTO, MUMBAI

Place of work: KEM Hospital

POSTS: Two

Type of Employment: Contractual (Full time)

Duration of Contract: 11 months 29 days.

Renewable after break of one day subject to satisfactory performance in the previous year

Pay: Rs. 50,000 (No other conveyance)

1. ESSENTIAL QUALIFICATION (IEC Publication and Media)

Post/graduate in mass communication /journalism with sufficient experience in handling mass media division in a government/public setup.

DUTIES:

Technical consultant (IEC, Publication and Media) shall be responsible for developing and publishing IEC materials, creating the awareness about organ donation amongst the general public through electronic and print media, as well as interpersonal communication. Any other duty that is deemed appropriate by the higher-ups.

2. ESSENTIAL QUALIFICATION (Research Publication, Data Management and statistics
Post 1)

Post graduate in mass communication/journalism with sufficient experience in handling mass media division in a govt/public setup.

DUTIES:

Research work including basic and applied research in the registered transplant centers and maintaining the data related to the institutions, publishing and disseminating the research, transplantation done, follow-up and survival complications, organ donors, cadaver organ retrieval and its analysis for reporting to higher-ups. Any other duty that is deemed appropriate by the higher-ups.

CONDITIONS FOR APPOINTMENT

1. Travel allowance as per actual for conducting any programs organized by ROTTO
2. No bonus for Diwali etc.
3. Payment subject to raise only with Government of India approval or rules.
4. Probation for the first six months without any sort of leave.
5. Duty hours can be changed for administrative convenience and also per the ROTTO advisory committee.
6. During the tenure of appointment the candidate will not be entitled to any other benefit like Provident Fund, Pension Benefit, Service Benefit etc.
7. The candidate shall not remain absent without prior intimation to the department in charge.
8. The candidate shall give one months notice prior to leaving the job.

APPOINTMENTS OF MSWs ROTTO SOTTO, KEM HOSPITAL, PAREL, MUMBAI-12

Name of the post: Medical social worker at ROTTO SOTTO, MUMBAI

Place of work: KEM Hospital, JJ Hospital, Sion Hospital, Aurangabad ZTCC & Nagpur ZTCC

Type of Employment: Contractual (Full time)

Duration of Contract: 11 months 29 days.

Renewable after break of one day subject to satisfactory performance in the previous year

Pay: Rs. 20,000 (No other conveyance)

ESSENTIAL QUALIFICATION:

1. The applicant should hold a MSW degree from any university recognized by Govt of India.
2. Candidate should be fluent in English, Hindi and regional languages.

WORK PROFILE

1. Coordinate between authorities and hospitals, MSWs, NGOs, patient or general public for awareness programme, public education, data collection, data compilation, felicitation functions and forwarding of data to NOTTO.
2. Coordinate between authorities, hospital staff, doctors, donor family and recipient family during the transplant/organ donation process.
3. Identification of potential BSD patients in concerned hospital.
4. Interstate allocation of organs under the guidance of director.
5. Maintain and supervise waiting list of patients awaiting transplants in the region.
6. Data forwarding to ROTTO committee, DHS, DMER and NOTTO on twice monthly basis
7. Taking dictations, typing letters, sending emails, receiving fax & sending fax.
8. Taking down minutes of meeting
9. Implementation of orders of the director, assistant director and ROTTO committee
10. If need be should travel to different places in Maharashtra and states governed by ROTTO to collect data, conduct awareness activities and any other work related to organ transplantation.
11. Carry out any other duties assigned.

CONDITIONS FOR APPOINTMENT

1. Travel allowance as per actual for conducting any programs organized by ROTTO
2. No bonus for Diwali etc.
3. Payment subject to raise only with Government of India approval or rules.
4. Probation for the first six months without any sort of leave.
5. Duty hours can be changed for administrative convenience and also per the ROTTO advisory committee.
6. During the tenure of appointment the candidate will not be entitled to any other benefit like Provident Fund, Pension Benefit, Service Benefit etc.
7. The candidate shall not remain absent without prior intimation to the department in charge.
8. The candidate shall give one months notice prior to leaving the job.

Interested candidates can forward their CV to the below mentioned address:

The Secretary
ROTTTO SOTTO, KEM Hospital
8th Floor, M.S. Building
Acharya Donde Marg
Parel, Mumbai 400 012