

Terms of Reference (ToR)

Position Information

Office/Project	Healthcare Project – Varanasi
Designation	Project In-Charge
Reporting Supervisor	Assigned Reporting Authority
Duty Station*	HBCH and MPMGCC, Varanasi, Uttar Pradesh
Type	Full-time
Total Position Openings	As per project requirement

Minimum Qualifications / Job Description:

- Minimum Qualifications: Bachelor's degree in Social Work, Public Health, Healthcare Management, Nursing, or a relevant field.
- Minimum 2–3 years of experience in project coordination, healthcare operations, or NGO project management.
- Experience in managing healthcare projects and field teams will be given preference.

About the Project

Doctors For You (DFY) is seeking a dedicated and experienced Project In-Charge to oversee and coordinate project activities in Varanasi. The selected candidate will be responsible for managing day-to-day project operations, coordinating with staff and stakeholders, ensuring timely reporting, and supporting the effective implementation of project activities in accordance with organizational standards.

Major Duties and Responsibilities:

- Oversee and coordinate the day-to-day activities of the project in Varanasi.
- Manage and supervise project staff to ensure smooth and effective project implementation.
- Ensure that project activities are conducted as per DFY guidelines, project requirements, and timelines.
- Coordinate with field teams, healthcare professionals, and relevant stakeholders.
- Monitor staff attendance, deployment, performance, and operational requirements.
- Prepare and submit daily, weekly, and monthly reports as per prescribed formats.
- Maintain project-related documentation, records, and data.
- Identify operational challenges and report them to the reporting manager for timely resolution.
- Coordinate logistics, supplies, and other project-related requirements.
- Support the implementation of training, meetings, awareness activities, and community outreach programs as required.
- Ensure compliance with organizational policies, procedures, and project standards.
- Document project progress, achievements, challenges, and lessons learned.
- Support the collection and utilization of project data for monitoring, evaluation, and decision-making.
- Undertake any other tasks or duties assigned by supervisors or management.

General Qualifications / Experience / Skills / Competencies:

- Bachelor's or Master's degree in Social Work, Public Health, Healthcare Management, Nursing, or a relevant field.
- Minimum 2–3 years of experience in project coordination, team management, or healthcare/NGO operations.
- Previous experience managing field teams or healthcare projects will be preferred.
- Basic knowledge of computer applications, including MS Word, MS Excel, and PowerPoint.
- Ability to prepare reports, maintain documentation, and deliver oral and written presentations.
- Good communication, coordination, leadership, and problem-solving skills.
- Knowledge of English and Hindi; knowledge of the local language is preferable.
- Ability to manage multiple tasks and work within deadlines.
- Willingness to travel to project areas as required.
- Ability to work effectively in a diverse team and maintain professional relationships with stakeholders.
- Strong organizational skills and attention to detail.

Note:

- Candidates having experience in public health, clinical healthcare projects, or NGO project management will be given preference during the interview.
- Candidates with relevant qualifications and prior experience in project coordination and staff supervision will be preferred.

How to Apply:

Candidates are requested to send their CVs to hrm.south@doctorsforyou.org.

The name of the post should be mentioned in the subject of the email. **Example:** Application for Project In-Charge_Name of Candidate_Mobile Number

- Only shortlisted candidates will be called for an interview. The date and time of the interview will be communicated through call/email.
- Expected salary will be based on the candidate's experience and interview.
- For further queries and information, email hrm.south@doctorsforyou.org.

Last Date to Apply	27th September 2026
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About Doctors For You

Doctors For You (DFY) is a registered society, registered under the Societies Registration Act 1860 Section 21 having registration no. F-56886(Mum). DFY is a humanitarian organization from India with international presence and is working in various disaster hit zones. DFY focuses on providing medical care to vulnerable communities during crisis and non-crisis situations, emergency medical aid to people affected by natural disaster, conflicts and epidemics. DFY is also committed to reducing disaster risk by delivering training and capacity development in emergency preparedness and response.

The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of race, class, caste, religion and gender. Doctors for You was founded in India in 2007, by doctors, medical students and like-minded people with a vision of “Health for all.”

Currently, DFY is working on various projects in different states of India involving health professionals, Disaster Management Practitioners, Social Workers and Administrative Staff.

Safeguarding Commitment

At DFY, we are committed to Safeguarding and Protection of the communities, staff, and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with DFY are recruited. This post is subjected to a range of vetting checks, including criminal records disclosure. Background and Reference checks will be conducted, and ethics are part of the regular performance appraisals.