



Assam Cancer Care Foundation

3rd Floor, V.K. Trade Centre
Opposite Downtown Hospital, G.S. Road
Guwahati - 781022

(Joint initiative of Govt. of Assam and Tata Trusts)

Positions Available

Dated: 17.09.2019

Assam Cancer Care Foundation (ACCF) invites application for the following positions in Assam.

Designation	Min Qualification	Min Experience	Vacancies	Type of Employment	Report To
Chief Financial Officer	CA	15 years	01	Permanent	Chief Executive Officer/Board

Candidates with hospital experience is preferable.

Roles and Responsibilities:

- Develop, establish and maintain financial plans, policies and procedures for the hospital.
- Plan coordinate and implement hospital cost finding system
- Install and supervise the hospitals statistical records on financial accounting system.
- Devise and recommend new or modified accounting systems to provide complete and accurate statistical reporting.
- Prepare and coordinate the hospitals statistical records on financial accounting system.
- Devise and recommend new or modified accounting systems to provide a complete and accurate statistical reporting.
- Prepare and coordinate responses to the internal audit and general audit bureau.
- Oversee the presentation, production and interpretation of monthly and tear-end financial statements including related reports required by the hospital management and/or Ministry of Finance.
- Ensure the safeguarding of all hospital funds and bank guarantees; oversee all banking activities.
- Coordinate with the concerned departments on their periodic physical inventories and costings.
- Establish record maintenance and filing systems.
- Perform other related duties as assigned.

Eligible candidates can send in their application to hr@accf.in

Last date for application is November 15, 2019 up to 6:00 P.M. (Indian Standard Time)

Sl No	Designation	Min Qualification & Experience	Age	Vacancies	Type of Emp.	Report To
1	Medical Oncologist	DM/DNB in Medical Oncology from a recognized institute with min. 2 years' experience post qualification. Or MD/DNB in internal medicine with 5 years exp. in medical oncology from a large volume cancer center.	Below 45Yrs	2	Permanent	Administrative Head of the Unit

Roles and Responsibilities:

- To lead the medical oncology team, consisting of cancer GPs, junior physicians, oncology nurses, general nurses, and the ward team.
- To lead the medical oncology team in initial examination of history and clinical examination and to supervise the writing of the admission note and diagnostic plan, daily progress notes.
- To perform all Bone Marrow Transplants when needed.
- To lead the medical oncology team in initial examination of history and clinical examination and to design chemotherapy treatment plans for cancer patients.
- To ensure conformity of the standards for Patients Right and Education that includes informing/counselling the patient or patient family about the plan of care, day to day progress if needed as a team along with consultation from other services and interacts with other physician's members of the cancer team as needed

Last date for submission of application is: 10th November 2019

Send your application to hr@accf.in

Sl No	Designation	Min Qualification & Experience	Age	Vacancies	Type of Emp.	Report To
1	Radiation Oncologist	MD/DNB in Radiation oncology from a recognized institute with min. 2 years exp. In a large volume cancer center. *Candidate having more experience will be considered appropriately for the higher post.	Below 45Yrs	2	Permanent	Administrative Head of the Unit

Roles and Responsibilities:

- To lead the radiation oncology team and design radiation treatment plans for cancer patients in conjunction with the rest of the radiation therapy team, addresses medical emergencies in the radiation treatment centre and sequel of radiation treatment.
- To initiate activities in the field of radiotherapy aiming at upgrading radiotherapy capabilities and to help improve cancer cure rates in safe clinical practice.
- To develop and implement coordinated research (clinical or implementation) projects related to radiation therapy as applied to cancer treatment, including the evaluation of research contracts, organization of research coordination meetings and the publication of results and organize scientific and advisory meetings to review current knowledge in radiation oncology and plan for future activities within the field.
- To develop SOP for Admission and Discharge of patients seen by members of team.
- Responsible for enforcing monitoring adherence of all members of the team to the medical staff bylaws and rules and regulations, and hospital policies and procedures.

Last date for submission of application is: 10th November 2019

Send your application to hr@accf.in

Sl No	Designation	Min Qualification	Min Experience	Age	Vacancies	Type of Employment	Report To
1	Team Member- Finance & Accounts	B Com/ M.Com/ CA/MBA Finance and Accounts	7 years + experience in handling accounts	Not more than 35 years	2	Permanent	Lead Finance & Accounts

Roles and Responsibilities:

- Payment, voucher and Office assets preparation.
- Auditing the received vouchers.

- Maintain records and MIS related to payments.
- Generate payment reports for distribution.
- Track and report utilization of funds.

Last date for submission of application is: 10th November 2019

Send your application to hr@accf.in

Sl No	Designation	Min Qualification	Min Experience	Age	Vacancies	Type of Employment	Report To
1	Head Sourcing	MBA/PG Diploma/Equivalent degree in Finance/Material Management Or B.Tech (Civil/Biomedical/ Electronics	15 yrs experience in Procurement related activities out of which 5 years in Public Procurement	Below 50 Yrs	1(one)	Permanent	CEO

			for Govt agencies				
--	--	--	-------------------	--	--	--	--

Key Roles and Responsibilities:

- Preparation and finalisation annual procurement plan for the Company of Goods, Services and Works.
- Finalisation of tender terms and conditions including specifications, quality assurance, payment terms, performance security, warranty & maintenance terms, eligibility criteria, method of selection, performance parameters, etc. with respect to the subject matter of procurement.
- Preparation of Tender/RFP/EoI documents in line with public procurement norms (e.g. Assam Public Procurement Act 2017 and rules there under), Notice Inviting Tender /Bid, draft content for paper advertisement, etc.
- Carry out entire procurement process including coordinating with experts for technical evaluation, conducting financial evaluation, negotiation with preferred bidders, etc.
- To prepare and issue purchase/ work orders as per tender terms and schedule of requirement, vendor monitoring and performance management, contract management, etc.
- Proper documentation of the procurement process, ensure preparation and filling of minutes of the proceedings of different committee. Make all the procurement related documents available for audit and review.

Last date for submission of application is: 10th November 2019

Send your application to hr@accf.in

Sl No	Designation	Min Qualification	Min Experience	Age	Vacancies	Type of Employment	Report To
1	Team Member-Admin	Graduate	Min of 7 Yrs Experience	Not More than 40Yrs	1	Permanent	Lead Operations

Roles and Responsibilities:

- Supervising day-to-day operations of the administrative department and staff members and to Ensure the safety and security of the employees.
- Developing, reviewing, and improving administrative systems, policies, and procedures.

- Vendor management Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
- Management of the Office, Guest House, Hostel and other entities of the organization.
- Manage external environmental issues.

Last date for submission of application is: 10th November 2019

Send your application to hr@accf.in