

Registered Address: 18, Nav Bhavna Premises Co-operative Society Ltd., 422 Veer Savarkar Marg, Prabhadevi, Mumbai 400 025, Maharashtra, India. Email: fmesmumbai@gmail.com Mobile:+91 7506265856

Three openings at FMES' Bioethics Centre enabled and seeded by Tata Trusts

1. About FMES (www.ijme.in)

The Forum for Medical Ethics Society was set up in 1989 by a group of activists and health professionals concerned about the gross erosion of medical ethics and patients' rights; the dysfunctional medical councils; inequities in access to healthcare and the rapid decline in the public health system. Initially, the members assisted aggrieved patients in public interest litigation against medical malpractice and then contested elections to the Maharashtra Medical Council (MMC) in 1992. It was formally registered in 1995. These experiences made it clear that reforming the system was a long-term task involving activism for the education and sensitization of health professionals and society. The group also resolved to work for the development of bioethics as a discipline in the medical and humanities curricula.

An essential step in this direction, in the late 1990's, was the setting up of a peer-reviewed bioethics journal - the *Indian Journal of Medical Ethics* – encouraging publication of research in the neglected areas of healthcare ethics and human rights. From 2005, FMES also established a platform for reflection, debate and the coming together of people interested in the improvement of the healthcare system through the National Bioethics Conferences held every two years. So far six such conferences (in 2005, 2007, 2010, 2012, 2014 and 2017) have been organized, and regions each attracting between 300 to 700 participants.

FMES has been involved in range of other activities focused on bioethics. These include training in bioethics, advocacy on health matters, research with focus on ethics, and public engagement centre-staging ethics matters relating to contemporary issues from the broader domain of health and allied themes.

We are now poised to develop a full-fledged Bioethics Centre at FMES, **enabled and seeded by Tata Trusts**, dedicated to programmatic work in bioethics and allied thematic areas. **The positions advertised come under the centre's first programmatic initiative titled 'Strengthening Healthcare Ethics: A multi-disciplinary engagement with diverse constituencies related to health and healthcare' supported by Tata Trusts.**

2. About the Program

The program has four-fold objective of strengthening networks of associations in the field of healthcare by: institutionalizing bioethics teaching in collaboration with academic entities, and universities; systematic engagement with various concerned multi-disciplinary constituencies to deliberate existing and emerging bioethics issues in changing contexts; establishing a first-of-its-kind e-repository in bioethics with a focus on India and South Asia;

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and strengthening the digital platform of Indian Journal of Medical Ethics, for discussion and debates in healthcare and bioethics.

Position 1: Head (Admin & Finances) at the level of Administrative and Finance Officer or Sr Administrative and Finance Officer

1. Unit Job Summary

The Head (Admin & Finances) works closely with the Director of the FMES' Bioethics Centre. She/he would contribute actively to develop and execute a strategy for the continued growth and success of the FMES' Bioethics Centre. In support of the FMES's vision, the Director leads a core group of professionals in the centre, tasked with managing operations, research support, communications, networking and collaborations. In addition, the Director provides programmatic and financial direction to the centre by developing a model for programmatic and financial sustainability.

2. Title of the position: Head (Admin, Accounts & Finances) at the level of Administrative and Finance Officer or Senior Administrative and Finance Officer

3. Education and Experience:

Masters or higher degree in commerce and/or related disciplines such as accounting, financial management is essential. Any additional training in these and human resources management is desirable.

The person must have a high degree of comfort in managing and overseeing finances, grants reporting regarding funds utilization and related matters, administration, and communications. Must be able to develop budgets corresponding to new grants/projects Five to seven years of relevant work experience, preferable in a mid-level or senior position in a similar environment will be necessary. Any experience and exposure to fund raising related matters will be desirable and will be treated as an added advantage. We will be open to relaxing number of years of experience depending upon the overall profile of candidates.

Proven ability to multitask, ability and willingness to work towards meeting timelines with little supervision, willingness to work hard, be self-motivated, and learn will be essential for doing well in this key position.

4. Responsibilities

4.1 Specific Profile

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- a. MIS / Budgets, Supervision of Accounts and audit functions
- b. Timely preparation of budgets for Board meetings / when required
- c. Accounting of grants given cost-centre wise
- d. Proficiency in most recent version of the accounting software namely Tally
- e. Vetting of grant documentation (incl. MOUs) and follow-up on grant utilisation by the grantee with concerned project team
- f. MoUs with collaborating entities
- g. Monitoring of other accounting transactions and functions on a daily basis
- h. Timely completion of financials and statutory / tax audits
- i. Monitoring of monthly salary processing

4.2 Thorough knowledge and implementation/application of as deemed necessary:

- a. Maharashtra Public Trust Act
- b. Timely conduct of Trust/ Society meetings and AGMs
- c. Compliance with the applicable provisions of the Act
- d. Compliance with the applicable Accounting Standards
- e. Annual filings
- f. Income Tax Act
- g. Annual Tax filings including tax audit
- h. NIL TDS application on annual basis
- i. TDS compliances
- j. Tax representations

4.3 Investments

Execution of investment transactions in co-ordination with the advice from Investment team

4.4 Others

Banking transactions / relations

Close co-ordination with project verticals / teams

4.5 Organizational Development

- a. Work closely with the Director, FMES' Bioethics Centre and FMES Trustees to build a strategy and implementation plan for fund raising for all FMES Projects.
- b. Contribute to financial aspects of developing a strong partnership with donors, academic institutions, civil society organisations and government for appropriate positioning of the organisation.
- c. Help the Director to develop a strong financial model and revenue generation plan.
- d. Work closely with the Director to ensure the compliance of all aspects of statutory and regulatory requirements.

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4.6 Core administrative and financial management

Design and direct administrative, financial and human resource management systems and operational policies in consultation with the Director, FMES' Bioethics Centre and FMES Trustees. Oversee all financial and grant administration and human resource issues. Be a resource on fund raising and administration.

5. Competencies

- a. Must be able to develop independently the financial reports, notes to the budgets and similar documents for the purposes of reporting to funders, preparing annual reports for FMES, and for developing new grant requests.
- b. Excellent organizational skills with high-level of accuracy and sharp attention to detail required.
- c. Ability to work effectively with a wide range of individuals and constituencies in a diverse professional environment required.
- d. Ability to effectively manage a heavy workload, competing priorities, and tight timelines required.
- e. A quick, self-learner with ability to initiate, organize, prioritize and complete multiple, projects; meet tight deadlines; and work effectively with minimal supervision in a fast-paced environment required.
- f. Ability to work independently and in a team environment required.
- g. Demonstrated proficiency using software such as the Microsoft Office suite (Word, Excel, PowerPoint, and Outlook) in addition to Tally is required.

6. Position type: Full-time

7. Remuneration

Commensurate with candidate's overall professional profile and in alignment with the salary scales of the FMES' Bioethics Centre. Salary scales are comparable to the NGO sector.

8. Location: Mumbai

9. Number of positions: One

10. Last date for application submission and screening

We will be receiving and screening the applications on rolling basis.

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11. **Joining date:** Aug 1, 2018

12. **To Apply:** Please send an email with a cover letter and CV to fmes.openings@gmail.com with the subject line “*FMES’ Bioethics Centre – Head (Admin, accounts and finances) Application*”

Position 2: Sr Program Officer/ Program Officer (Bioethics – Training and e-repository)

1. Unit Job Summary

The Training and e-repository program officer works closely with the FMES Bioethics Centre Director and consultants to develop the training curriculum in different streams of bioethics, work on resources, develop evaluation research plans, develop strategies and implantation plan, liaise with potential trainees and network with institutions for conducting the trainings, develop a marketing, promotion and communication strategy for optimising the training opportunities, work collaboratively with others at the centre.

All staff will be expected to contribute to other initiatives of the centre and share organisational responsibilities as delegated by the Director of the centre.

2. Title of the position: Senior Program officer/Program Officer (Bioethics – Training, Research & E-repository)

3. Qualification and Experience:

Post graduate with high grade in recognised disciplines from across the fields including social sciences, humanities, public health, epidemiology, or Graduate in Medicine, Engineering or other professional disciplines with at least three years of relevant experience. Candidates with doctoral and post-doctoral work will be considered as having an added advantage by FMES. The candidate must have (a) good writing and communication skills, (b) capacity to perform independently, (c) capacity to handle independently a project/program/initiative or component of it depending upon the scale of the program, and (d) good grasp of the field of bioethics and/or health and allied themes.

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Experience of having worked with academic institutes, government organisations, or civil society based organisations in the fields of relevance and in areas such as research, training, evaluation, advocacy, and policy analysis for a period of 2-4 years will be essential. We will be open to relaxing number of years of experience depending upon the overall profile of candidates.

4. Responsibilities

4.1 General responsibilities of Sr Program Officers

- a. The individual is not only responsible for the project(s) but also for the development of the organisation and fulfilment of its objectives.
- b. Should be in-charge of a large project entirely or multiple projects.
- c. Have basic understanding of not only project administration and accounts but also of institution.
- d. Should be able to provide critical inputs to other projects.
- e. Should be able to create opportunities for presenting the organisation's work in other bodies/forums/networks.
- f. Should be responsible for staff development and training.
- g. Should be able to form a team and provide guidance and leadership.
- h. Should be responsible for writing project proposals independently.

4.2 Specific Job Profile

Working closely with the Director and other colleagues at the centre, the person holding this position will be responsible for designing and implementing the overall plan for the following activities:

- a. Developing training modules in various sub-fields of bioethics in consultation with subject experts and the director of the centre.
- b. Sourcing appropriate training materials and resources needed for trainings in different streams.
- c. Drawing up a training plan in consultation with the Director.
- d. Execute the training programs in consultation with the faculty and collaborating institutions.
- e. Ensuring quality, timelines and maintain systematic data about the training outreach and reporting of the same.
- f. Develop training evaluations plans and implement.
- g. Will lead the e-repository project which would involve substantive content development and coordinating and contributing to the digital platform with the technical partner of the centre.

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- h. Coordinate with the marketing manager for promotion of the trainings.

4.3 Organizational Development

- a. Work closely with the Director, FMES' Bioethics Centre and FMES Trustees to build a strategy and implementation plan for its various initiatives.
- b. Contribute to developing strong partnership with academic institutions, civil society organisations and government for the initiatives of the Centre.

5. Competencies for this specific position

- a. Proven work experience as a Training Coordinator, Trainer, Training Facilitator or similar role
- b. Hands-on experience coordinating multiple training events with NGOs or academic institutions.
- c. Adequate knowledge of learning management systems and web delivery tools
- d. Proven ability to complete full training cycle (plan, develop, coordinate, monitor and evaluate, and feed into the subsequent trainings the learnings)
- e. Experience with e-learning platforms will be desirable not essential
- f. Advanced organizational skills with the ability to handle multiple assignments
- g. Strong communication skills.
- h. Ability to work responsibly and collaboratively in an academic setting.
- i. Ability to work effectively with a wide range of individuals and constituencies in a diverse professional environment required.
- j. Ability to effectively manage a heavy workload, competing priorities, and tight timelines required.
- k. A quick, self-learner with ability to initiate, organize, prioritize and complete multiple, projects; meet tight deadlines; and work effectively with minimal supervision in a fast-paced environment required.
- l. Ability to work independently and in a team environment required.
- m. Demonstrated proficiency using software such as the Microsoft Office suite (Word, Excel, PowerPoint, and Outlook) in addition to Tally is required.

6. Position type: Full-time

7. Remuneration

Commensurate with candidate's overall professional profile and in alignment with the salary scales of the FMES' Bioethics Centre. Salary scales are comparable to the NGO sector.

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8. **Location:** Mumbai
9. **Number of positions:** One
10. **Last date for application submission and screening**

We will be receiving and screening the applications on rolling basis.

11. **Joining date:** Aug 1, 2018
12. **To Apply:** Please send an email with a cover letter and CV to fmes.openings@gmail.com with the **subject line** “*FMES’ Bioethics Centre – Program Officer/Sr Program Officer (Bioethics - Training & e-repository) Application*”

Position 3: Program Officer/ Jr Program Officer (Marketing and Communication)

1. Unit Job Summary

The marketing manager has to ensure optimal promotion of the training programs organised by the Bioethics Centre of FMES, identify potential partners for the trainings, seek university and institutional collaboration for the trainings and ensure that the training targets are met.

All staff will be expected to contribute to other initiatives of the Centre and share organisational responsibilities as delegated by the Director of the Centre.

2. Title of the position: Program officer (Marketing and Communication)

3. Qualification and Experience:

Post graduate with high grade in recognised disciplines from across the fields including social sciences, humanities, communications, managements or Graduate in Medicine, Engineering or other professional disciplines with at least three years of relevant experience. The candidate must have (a) good writing and communication skills, (b) capacity to perform independently, (c) capacity to handle independently a project/program/initiative or component of it depending upon the scale of the program, (d) well versed and equipped to manage wide ranging social media, and (e) well versed and equipped to work the MS Office.

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4. Responsibilities

4.1 General responsibilities of Program Officers

- a. Should participate actively in conceptualisation of the projects/programs/initiatives of the Centre.
- b. Should take charge of the project/program/initiatives independently or partly depending upon the scale of the project.
- c. Should be able to independently represent organisation in different forums and meetings.
- d. Should exhibit capacity and readiness to give critical comments, inputs to other projects.
- e. To provide leadership for the specific activities of the project.
- f. Should write articles, papers independently.

4.2 Specific Job Profile

- a. Working closely with the Director and the Training Coordinator, the person holding this position will be responsible for designing and implementing the overall plan for the following activities:
- b. Publicising the training programs to potential trainees and collaborating institutions.
- c. Using social media, the FMES website and other online mediums to promote the trainings, grand rounds and an ethics award.
- d. Liaison with potential host institutions for conducting the trainings and all responsibilities relating to the same. Helping in exhibition design when necessary.
- e. Managing press and media outreach for FMES and the Centre, managing data bases and outreach using the membership list of the FMES and the Centre.
- f. Performing other duties as required towards meeting the goals of the training programs organised and steered collaboratively by the Centre with other entities.

4.3 Organizational Development

- a. Work closely with the Director, FMES' Bioethics Centre and FMES Trustees to build a strategy and implementation plan for its various initiatives.
- b. Contribute to developing strong partnership with academic institutions, civil society organisations and government for the initiatives of the Centre.

5. Competencies for this specific position

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- a. Work experience in Mumbai as a communication and marketing professional with knowledge of digital media and media connections is essential (2-3 years)
- b. Experience with promoting and marketing program events such as trainings, conferences, workshops, exhibitions, public lectures is essential
- c. Expertise in crafting and delivering messages to diverse stakeholders on the programs of the Center
- d. Good technical skills and ability to engage with print and social media for program outreach
- e. Excellent written and verbal communication skills in English
- f. Ability to work responsibly and collaboratively in an academic setting.
- g. Ability to work effectively with a wide range of individuals and constituencies in a diverse professional environment required.
- h. Ability to effectively manage a heavy workload, competing priorities, and tight timelines required.
- i. A quick, self-learner with ability to initiate, organize, prioritize and complete multiple, projects; meet tight deadlines; and work effectively with minimal supervision in a fast-paced environment required.
- j. Ability to work independently and in a team environment required.
- k. Demonstrated proficiency using software such as the Microsoft Office suite (Word, Excel, PowerPoint, and Outlook) in addition to Tally is required.

6. Position type: Full-time

7. Remuneration

Commensurate with candidate's overall professional profile and in alignment with the salary scales of the FMES' Bioethics Centre. Salary scales are comparable to the NGO sector.

8. Location: Mumbai

9. Number of positions: One

10. Last date for application submission and screening

We will be receiving and screening the applications on rolling basis.

11. Joining date: Aug 1, 2018

12. To Apply: Please send an email with a cover letter and CV to fmes.openings@gmail.com with the **subject line "FMES' Bioethics Centre – Jr/Program Officer (Marketing and Communication) Application"**

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