

## Zonal Transplant Coordination Centre, Mumbai

L. T. M. G. Hospital, Sion, Mumbai-400022

Name of the post:	Transplant Coordinator
Place of work:	Zonal Transplant Coordination Centre, Mumbai 2 <sup>nd</sup> Floor, Collage Building, L. T. M. G. Hospital, Sion, Mumbai-400022
Type of Employment:	Contractual
Duration of Contract:	11 months 29 Days
Salary:	As per the Organization's norms
Qualifications:	1. Master's Degree in Social work or Psychiatric or Sociology or Social science 2. Bachelor in any Medical sciences/ Nursing
Experience:	Worked as transplant Coordinator / Organ Distribution

### 1. Additional experience:

- Proficiency in MS Office essential
- Proficiency in use of Internet essential
- Good command over English, Hindi, and Marathi.
- Ability to record and type minutes of meetings

### 2. Job Description:

- Timely organ allocation at the time of Deceased donor Organ Donation.
- To organize various meeting, writing minutes and keeping records of the Meeting.
- To conduct Awareness activities at various level.
- To send an updated patient waiting list to their respective hospital.
- Sending official emails to respective members for patient registration and updation.
- Help in office activities like training programs, felicitation functions, etc.
- Attend ZTCC official meetings when required.
- Carry out any other task assigned.
- Maintaining office correspondence & files.
- Implementation of organization policies.
- Expected to maintain the highest levels of confidentiality and honesty concerning honouring the office of ZTCC.

### **3. Conditions for Appointment**

- Probation for the first three months without leave.
- Duty hours can be changed for administrative convenience.
- During the tenure of appointment, the candidate will not be entitled to any other benefits like Bonus, Medical Policy etc.
- The candidate shall not remain absent without prior intimation to the Executive Committee/ office administrative
- The candidate shall give one month's notice prior to leaving the job.

### **4. Office timings:**

Monday to Friday: 10:00 a.m. to 5:00 p.m., Saturday: 10:00 a.m. to 01:00 p.m.  
Timings may be changed as per requirement.

### **5. Application Process:**

**Interested candidates can email their application and Curriculum Vitae to the [organtransplant@ztccmumbai.org](mailto:organtransplant@ztccmumbai.org)**

**Last date of application: - 20<sup>th</sup> February 2024 till 04.00 PM**

**Dr. S. K. Mathur  
President  
ZTCC, Mumbai.**

**Dr. Bharat Shah  
General Secretary  
ZTCC, Mumbai.**