

## **Zonal Transplant Coordination Centre, Mumbai**

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

Name of the post:	Program Assistant
Place of work:	Zonal Transplant Coordination Centre, Mumbai 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:	Graduate

### **1. Additional experience:**

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

### **2. Job Description:**

- To register patients for organ transplants.
- To maintain an organ-wise patient waiting list daily and monthly and patient records.
- To maintain bookkeeping records/accounts of payments.
- 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, Provident Fund, Pension Benefit, Service Benefit 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 forward their application and Curriculum Vitae to the **organtransplant@ztccmumbai.org** by 4:00 p.m. till 12<sup>th</sup> June 2023:

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

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