



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

Bangalore - 560029

राष्ट्रीय मानसिक स्वास्थ्य एवं तंत्रिका विज्ञान संस्थान (राष्ट्रीय प्रमुखाथा संस्थ) बेंगलूरु

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ (ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತೆ ಸಂಸ್ಥೆ) ಬೆಂಗಳೂರು

NIMH/PROJ/NIH-USA/RI/NS/1878/C1-C16/NOTIF/2026-2027

DATE: 09/09/2026

NOTIFICATION

Applications are invited from eligible candidates for the post of “**Senior Project Manager**” on a contract basis for the Project Entitled “Secondary Cervical Cancer Prevention in Vulnerable Women with HIV and HPV Co-Infection in India” funded by NIH-USA, under Dr. Veena A. Satyanarayana, Professor of Clinical Psychology & Principal Investigator, NIMHANS, Bengaluru – 560029.

Name of the post:	Senior Project Manager
No. of post:	1 (One)
Essential Qualification:	• Education: Bachelor's/Master's degree in Finance, Accounting, Business Administration, Public Health Administration, or a related field. • Experience: Minimum 5 years of proven experience in financial management, complex grant budgeting, financial reporting, and audit preparation. Strong expertise in grant financial compliance and reporting, ensuring all financial transactions are documented, audit-ready, and fully aligned with applicable funder requirements. Strong expertise in HR administration support, staffing coordination, and team management, including a demonstrated ability to identify and proactively address staffing concerns before they escalate. • Management: Multiple years of experience in HR administrative support, staffing coordination, and team management. • Languages: Full professional fluency in both English and Kannada.
Desirable Qualification:	• Advanced Credentials: MBA or equivalent postgraduate qualification • Sector Experience: Prior experience managing multi-site research, public health studies, or U.S./international development-funded programs, particularly those involving complex grant compliance environments. • Technical Skills: Strong project management skills to balance multiple competing priorities as the study scales in scope and complexity.
Key responsibility:	• Financial Management & Budgeting: Oversee complex grant budgets with a high degree of rigor and technical precision. Lead financial forecasting, expenditure tracking, and reporting processes. Ensure all transactions are accurately documented and consistently maintained in a state of audit readiness. Proactively ensure full alignment with regulatory practices, institutional policies and statutory requirements. • Audit & Compliance: Ensure continuous audit readiness by maintaining thorough, compliant financial documentation. Serve as administrative resource for the MPIs. • Administrative Operations: Develop, implement, and optimize administrative systems, workflows, and Standard Operating Procedures (SOPs) to support the growing operational needs of the study • HR Support & Team Coordination: Provide operational HR support, including staffing coordination, onboarding support, and team management functions. Identify, address, and resolve staffing concerns early, before escalation, fostering a stable, cohesive, and productive team environment. • Liaison & Communication: Act as a central communication bridge between MPIs, program coordinators, and program staff to maintain a stable and positive work environment, while ensuring that the MPIs are kept informed on all matters requiring their attention and decision-making.



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Emoluments/Salary:	Rs. 75,000/- per month consolidated
Maximum Age Limit:	50 years
Duration of Project:	3 years
Duration of Post:	The initial appointment will be made for six months, extendable based on performance and availability of funds

Eligible candidates who fulfil the above criteria may apply through the link/email provided in the notification. Applicants must submit complete documentary proof for all essential qualifications, including resume, proof of date of birth, and educational certificates.

Applications submitted without complete documentary proof will not be considered. The last date for receipt of applications is **14 days from the date of notification**. Late applications will not be entertained.

Note:

- Shortlisted candidates will be informed **by email** and will receive a **call letter** for the written test/interview.
- Candidates are required to report **30 minutes before** the scheduled time for the interview
- **No TA/DA** will be paid for attending the written test/interview.
- Candidates currently working on **Extramural/Intramural projects at NIMHANS** must produce a **No Objection Certificate (NOC)** from their Principal Investigator.
- The candidate should have scored a **minimum of 50%** in the written examination (Whenever written examination is indicated) to qualify for the skill test/interview. For Direct Interview the candidate should score at least 50% Marks in the interview.
- The Institute reserves the right to select a suitable candidate. Possession of the prescribed essential qualifications alone does not guarantee selection.
- **No hostel** accommodation will be provided for project staff.

Sd/-
DEAN, RESEARCH