



CHRISTIAN HOSPITAL, BISSAMCUTTACK

Dist. Rayagada, Odisha- 765 019. India

Phone: +91 6863 247505 E-mail: chb.orissa@gmail.com Website: www.chbmck.org

3rd December 2022

NOTICE INVITING APPLICATIONS FOR POST OF ADMINISTRATIVE ASSISTANT

Christian Hospital Bissamcuttack requires a hardworking, competent and committed Christian to serve as **ADMINISTRATIVE ASSISTANT**.

Role & Responsibility: To lead the Admin Team of the Institution, assisting the Medical Superintendent, with special focus on Finance Management and General Administration.

Will require competence in

- General Administration including management of HR, Materials, Procurement etc
- Finance Management including budgeting, monitoring, fund management etc
- Statutory Licenses and Compliances including FCRA, IT, Hospital licenses, Reporting etc
- Public Relations, including networking with Government, Partners etc

Qualification: M. Com. or MBA with minimum 5 years experience in Hospital Administration in a well-established hospital or Degree in Hospital Administration and 5 years experience in Hospital Administration.

Salary: As per hospital salary scale

Christian Hospital, Bissamcuttack is a 68-year-old institution, located in an area of great need, and serving the community in the areas of Patient Care, Training and Education. The service units include the 200-bedded, multi-disciplinary mission hospital, the CHB College of Nursing, the New Life English Medium School and the Mitra Residential School, Kachapaju.

Apply to the Medical Superintendent, Christian Hospital, Bissamcuttack, Dist. Rayagada, Odisha 765 019, Email: chb.orissa@gmail.com, with your resume, copies of Education and Work Experience Certificates, mobile number and email ID, contact details of references and previous employers,

- Selection will be based on written and practical assessments and interviews, with scrutiny of educational and experience certificates.
- Given the role of leadership of a faith-based organization, the candidate will need to be a Christian, with integrity and good moral character.
- Both internal and external candidates may apply.

Last date to receive applications : 31st January 2023

Medical Superintendent
Christian Hospital, Bissamcuttack

Dr. Sunil Chander Jiwamall, MBBS,MS,
Medical Superintendent
Christian Hospital, Bissamcuttack
Dist. Rayagada, Odisha 765019, India

The Christian Hospital, Bissamcuttack, was started in 1954, as a small response to the immense health needs of the area. It is today a 200-bedded, multi-disciplinary mission hospital, that strives to serve the people of this vulnerable region, through Cost-Effective Health Care, Training in Health and Quality Education.