Job Description: Field Coordinator

PROJECT SANJEEVANI • HEALTHCARE INFRASTRUCTURE UPGRADATION & CLINICAL READINESS

Project Details

Project:	Project SANJEEVANI (Healthcare Infrastructure Upgradation & Clinical Readiness)
Project Code:	PC.78.27046
Organisation:	Telerad Foundation
Location:	Chittapur Taluk, Kalaburagi District, Karnataka (Field-based across 4 facilities: CHC Hebbal, Nalwar PHC, Karwar PHC, and Tengli PHC)
Number of Positions:	One (1)
Duration:	12 Months (01 November 2026 to 31 October 2027)
Work Schedule:	Six Days per Week
Travel:	Extensive daily travel across project health facilities in Chittapur Taluk
Reporting To:	Programme Manager

About Telerad Foundation

Established in 2007, Telerad Foundation (TF) is a Bengaluru-based healthcare-focused not-for-profit organisation committed to improving access to quality healthcare for underserved communities across India. Working in partnership with governments, healthcare institutions, CSR programmes, and community organisations, TF delivers integrated healthcare solutions through telemedicine, mobile health services, diagnostics, specialist care, health education, community outreach, and the strengthening of Primary Health Centres (PHCs) and other public healthcare facilities through infrastructure improvements and enhanced clinical readiness.

Vision

A world where everyone can access affordable, high-quality healthcare, regardless of geography or socio-economic status.

About the Project

Project SANJEEVANI is a comprehensive public healthcare initiative designed to strengthen the physical infrastructure and clinical readiness of four selected government healthcare facilities in Chittapur Taluk, Kalaburagi District, Karnataka (Nalwar PHC, CHC Hebbal, Karwar PHC, and Tengli PHC).

The project follows a phased implementation framework across the four facilities, addressing critical gaps in civil infrastructure, electrical systems, plumbing, sanitation, medical gas and vacuum pipeline distribution, essential biomedical equipment, and pharmacy storage. Through these interventions, the project aims to upgrade maternal, newborn, and emergency healthcare delivery serving an estimated catchment population of over 1.7 lakh people across rural communities.

Role Summary

The Field Coordinator will be responsible for the day-to-day on-site implementation, monitoring, and operational coordination of Project SANJEEVANI across the four designated public healthcare facilities.

The role serves as the primary ground liaison between Telerad Foundation, facility Medical Officers, frontline healthcare teams (nurses, ASHAs, ANMs), engineering consultants, and executing contractors/vendors. The Field Coordinator ensures that scheduled civil and sanitation works, equipment deliveries, installations, testing,

commissioning, and facility handovers are executed on schedule, with zero disruption to patient care, and in full adherence to project quality and CSR compliance standards.

Key Responsibilities

1. On-Site Facility & Stakeholder Coordination

- Act as the daily primary point of contact at each public healthcare facility for Medical Officers, nursing staff, ASHAs, and ANMs.
- Coordinate daily access, work areas, and clearances with facility staff and vendors so that on-site execution proceeds without interruption.
- Sequence construction, repair, and installation activities in direct consultation with Medical Officers to avoid disruption to outpatient consultations, deliveries, or emergency care.
- Escalate on-ground operational bottlenecks, site constraints, or schedule deviations to the Programme Manager within 24 hours.

2. Civil, Electrical & Plumbing Execution Tracking

- Track daily execution against the approved Bills of Quantities (BoQs), technical drawings, and implementation schedules.
- Support the Civil Engineer during site visits by recording measurements, monitoring labour deployment, inspecting incoming construction materials, and verifying site safety.
- Supervise stage-wise progress across priority work zones, including labour rooms, operation theatres, wards, pharmacies, and sanitation blocks.
- Assist in snag identification, report deviations, and verify that defect rectifications are completed prior to stage certification.

3. Biomedical Equipment, Furniture & MGPS Logistics

- Support the Biomedical Engineer in tracking procurement timelines, delivery schedules, and vendor dispatches.
- Conduct physical verification of delivered medical equipment, furniture, and fittings against purchase orders and approved specifications.
- Log serial numbers, model details, warranty cards, service certificates, and operating manuals.
- Coordinate site readiness for specialized installations (including medical oxygen and vacuum pipeline systems at designated facilities).
- Facilitate equipment installation, commissioning, demonstration, and hands-on user orientation conducted by vendor engineers for facility healthcare staff.

4. Handover, Asset Management & Post-Handover Verification

- Prepare facility-wise asset registers, physical inventory trackers, and handover certificates countersigned by the respective Medical Officers.
- Coordinate joint walkthroughs and final handovers with district and taluk health authorities (DHO Kalaburagi / THO Chittapur).
- Conduct 30-day post-handover site checks to verify sustained equipment utilisation, operational functionality, and prompt reporting of any infrastructure defects.

5. Documentation, MIS & Compliance

- Maintain comprehensive facility-wise project documentation files (approved BoQs, work orders, measurement sheets, delivery challans, inspection notes, warranty files, and signed handover certificates).
- Maintain a systematic audit trail of high-resolution, dated, and geotagged photographs documenting before, during, and after conditions of every renovated area.
- Coordinate the installation of approved wayfinding signage, department boards, and digital health information (IEC) screens.

- Provide weekly progress updates and monthly facility MIS inputs to the Programme Manager for project progress reporting and expenditure tracking.
- Facilitate site preparations, registers, and logistics for periodic donor review visits and official audits.

Qualifications & Experience

Essential

- Diploma or Bachelor's Degree in Civil Engineering, Construction Management, Healthcare Administration, Social Work (MSW), Public Health, or a related field.
- 2 to 4 years of hands-on experience in field coordination, project supervision, rural community interventions, or infrastructure refurbishment projects.
- Fluency in spoken and written **Kannada** (essential for local facility and stakeholder coordination).
- Working knowledge of English and Hindi.

Preferred

- Prior experience coordinating public healthcare infrastructure upgrades, CSR health initiatives, or government health programmes (PHCs/CHCs).
- Familiarity with basic civil/electrical/plumbing terminology, BoQ tracking, and equipment asset registers.
- Direct experience working with district health administration systems (DHO/THO/PHC) in Karnataka.

Skills & Competencies

- Strong interpersonal and stakeholder management skills to work collaboratively with doctors, nurses, local health staff, and executing contractors.
- Ability to read simple BoQs, architectural layouts, and equipment schedules.
- Proficiency in digital reporting tools, including MS Excel, MS Word, email, and smartphone-based geotagged photo documentation.
- High discipline in administrative record-keeping, billing verification, and audit-ready filing.
- Problem-solving mindset with the ability to manage simultaneous work packages across rural locations.

Professional Requirements

- Willingness to travel extensively and daily across project facilities in Chittapur Taluk (CHC Hebbal, Nalwar PHC, Karwar PHC, and Tengli PHC).
- Valid two-wheeler driving licence and personal two-wheeler for regular field mobility.
- Residence in or willingness to relocate to Chittapur, Kalaburagi, or adjacent project vicinity.
- Strict adherence to patient privacy, clinical decorum, and organisation code of conduct in government health settings.

Application Process

Please email your CV to **info@teleradfoundation.org** or WhatsApp your CV to **+918086356301**.

Email Subject: Field Coordinator – Project SANJEEVANI (Kalaburagi)

Please save your CV as:

Your Name – Field Coordinator CV.pdf

Human Resources

7G, Council Khata 180 / 63, Kundalahalli Main Road Vishweshwaraiah Industrial Area, Whitefield Bengaluru-560048