

Job: Programme Coordinator , Shama Institute of Medical Sciences (SIMS), Bengaluru

We are looking for an individual who is passionate about teaching and contributing towards strengthening the Paramedical Institute. This is a full time position for 6 days a week.

Qualification Requirements

- BSc / MSc (Biochemistry, Microbiology)
- Prior experience of 2 - 3 years in a similar space or an education institute as a teacher / lecturer / coordinator
- Good Communication skills - Conversant with speaking English and Kannada. Hindi / Urdu (speaking) is preferable.
- Conversant with computers for carrying out all day to day activities (documentation, reporting, scheduling, e-mail communication, etc.)

Key Responsible Areas

The individual is expected to assist the Principal and Institute Coordinator in ensuring successful running of all programmes in the Institute. This would primarily involve :

1. Teaching English and Science (Physics, Chemistry, Biology) OR Anatomy, Physiology, Biochemistry, Pathology, Microbiology and Pharmacology (Any three subjects)
2. Complete coordination with the teaching faculty in scheduling of classes and ensuring all classes are taking place as planned.
3. Active engagement with students and having a pulse on their learning and overall motivation levels.
4. Keeping track of latest updates / information from the Paramedical Board and implementing the same.
5. Ensuring all documentation is up to date and the same is provided to the Board as and when required.
6. Playing an active role in interacting with and addressing all grievance related queries of students, faculty and parents.

Remuneration

In line with qualification and experience

About the Institute

Shama Institute of Medical Sciences (SIMS) was established in 2016. It is registered and recognised by the Paramedical board of Karnataka and attached to HBS Hospital. It offers the following paramedical courses namely :

1. Diploma in Medical Laboratory Technology (DMLT)
2. Diploma in Medical Imaging Technology (DMIT)
3. Diploma in Operation Theatre and Anaesthesia Technology (DOT&AT)
4. Diploma in Dialysis Technology (DDT)
5. Diploma in Ophthalmic Technique (DOT)

For any queries, you can reach out to Mr. Veeresh, Institute Coordinator, at 94487 56558, 080-68476786

Those interested, kindly send in your resume with a covering letter to manager@hbshospital.com
Cc misbah18@gmail.com

Please title the email subject as ‘ **Application for Programme Coordinator - SIMS**’
