KCDH | KOITA CENTRE FOR DIGITAL HEALTH

NIDHDS | NATIONAL INSTITUTE FOR
DIGITAL HEALTH & DATA SCIENCE

ICMR
INDIAN COUNCIL OF
MEDICAL RESEARCH
Serving the nation since 1911

LIGHT | LABORATORY FOR INTELLIGENT GLOBAL
HEALTH & HUMANITARIAN RESPONSE TECHNOLOGIES

Job Title: Project Assistant

Reports to: Head KCDH-A and Director of LiGHT lab at KCDH-A

Location: Ashoka University, Sonipat, Haryana (KCDH-A)

Experience (in years):

- Bachelor's degree in **Administration, Public Health, Social Sciences, or a related field**
- **0–2 years** of relevant administrative or coordination experience (fresh graduates with strong organizational skills are encouraged to apply)
- Prior exposure to **research, healthcare, or academic administration** is desirable

Start date: ASAP

Nature of work:

Ashoka University is seeking a Project Assistant to provide administrative and communications support for the MOOVE initiative in India, (Massive Open Online Validation and Evaluation).

This role will assist with day-to-day paperwork, record keeping, scheduling, and communications across Ashoka and partner institutions. The Project Assistant will ensure smooth operations for the leadership team, support collaborative activities with KCDH, and provide timely assistance for project events and documentation.

This position is ideal for an early-career professional interested in research operations, healthcare innovation, and project coordination.

About MOOVE and PrAImaan

The MOOVE platform, developed by the Laboratory for Intelligent Global Health and Humanitarian Technologies (LiGHT), is a global, open, and model-agnostic platform that enables clinicians to evaluate, compare, and improve medical AI models (LLMs).

Launched in 2024, MOOVE now includes over 1,000 clinicians from more than 20 countries and is used by global health organizations to ensure AI systems are safe, fair, and clinically applicable in diverse healthcare settings.

MOOVE-India marks the first time this initiative is being implemented nationally, making it a pioneering effort to establish India as a global leader in the responsible evaluation of medical AI.

The program will anchor MOOVE within India's diverse medical education and research ecosystem through national collaborations, teaching hospitals, and coordinated resident engagement.

PrAImaan builds on this foundation as an India-specific initiative to evaluate and certify health AI responsibly, co-led by ICMR–NIDHR, KCDH-A, and LiGHT Lab.

This position is based in the LiGHT laboratory, hosted within the Koita Centre for Digital Health at Ashoka University

About Ashoka University:
Ashoka University - India's premier interdisciplinary teaching and research university. An institution that has become a beacon of academic excellence in less than 10 years since its inception. At Ashoka, we encourage you to embrace the new, push the boundaries for continuous learning, and adapt to a world of constant change, because we believe that each Ashokan is capable of becoming a thought leader.

As part of our thriving and committed workforce, you will:
- ***Be Mission-Driven****: Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.*
- ***Think Strategically:*** *Collaborate with visionary minds to shape the future of higher education through strategic planning and a forward-thinking approach.*
- ***Act Authentically:*** *Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.*
- ***Take Accountability:*** *Own your work and drive positive change, as an empowering individual seeking to make a meaningful contribution.*
- ***Build Collaboration:*** *Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.*
- ***Deliver Excellence:*** *Strive for excellence in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.*

*At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrive. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with emphasis on inclusivity and equal opportunity. Our philosophy revolves around **care, well-being, and connection**, which are deeply embedded in everything we do.*

When you join our community, you become part of an extraordinary journey in which you can unleash your potential and make a meaningful impact. Where education empowers, where

innovation thrives, and where excellence and humility coexist. We truly believe the world will enrich itself when there is progress with purpose.

About KCDH-A:
The Koita Centre for Digital Health at Ashoka University (KCDH-A) is dedicated to building India's research capacity in digital health, AI in medicine, and responsible technology for healthcare. KCDH-A collaborates with global partners such as LiGHT Lab (EPFL, Harvard) and industry to drive frontier research and real-world deployment of safe, trustworthy AI systems in health.

About LiGHT Lab (Laboratory for Intelligent Global Health and Humanitarian Technologies)
LiGHT Lab is an international research group jointly hosted at:
- *EPFL (École Polytechnique Fédérale de Lausanne) – School of Computer and Communication Sciences, Switzerland*
- *Harvard T.H. Chan School of Public Health & Ariadne Labs – USA*
- *Ashoka University (KCDH-A) – India*

LiGHT builds safe, scalable, and context-aware digital health tools for real-world use, partnering with global and humanitarian organizations (WHO, MSF, ICRC, and national ministries of health). The lab works across AI, clinical research, and implementation science to bring trustworthy innovations to scale.

Role and Responsibilities:

- Provide **day-to-day administrative and clerical support** for the MOOVE project and other related initiatives
- Assist in preparing, filing, and tracking **project documentation, approvals, and reports**
- Support **meeting coordination**, including scheduling, note-taking, and maintaining action trackers
- Facilitate **communications** between Ashoka, LiGHT Lab, and external partners
- Assist with **logistics and event organization**, including workshops, valiDATAthons, and field visits
- Maintain **project repositories** (Google Drive, shared folders, databases) and ensure records are well organized
- Provide ad hoc assistance with **financial paperwork, procurement, and vendor coordination**
- Serve as the **first point of contact** for internal and external collaborators regarding project operations

Qualifications:

- Bachelor's degree in Administration, Social Sciences, or related field.

Skills Required:

- Strong organizational and interpersonal skills.
- Excellent **organizational, coordination, and time management** skills
- Strong **written and verbal communication** abilities
  Attention to detail, reliability, and a **proactive attitude**
  Ability to work collaboratively in a **fast-paced, interdisciplinary environment**
- Proficiency in **Google Workspace / MS Office** (Docs, Sheets, Slides)
- Willingness to learn **project management tools and administrative processes**
- Interest in **research, healthcare, or academic administration** is an advantage

Application Submission Process:

We invite you to embark on this journey by submitting your application to Ashoka University's KCDH-A. To ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

Prepare an Updated CV: Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.

Submit Your Application: Email your CV to communications.kcdha@ashoka.edu.in, ensuring the subject line reads as follows: "Designation – Department Name _Applicant Name>". This will help us efficiently process your application.

Include Essential Details: Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable.

Pursuit for Excellence: At Ashoka University, we strive for excellence in all aspects of our operations. Therefore, only shortlisted candidates will be contacted as part of our rigorous selection process.

Adherence to Deadlines: To ensure fairness and efficiency, please submit your application by 19th Dec 2025. Applications received after the deadline will not be considered.

We look forward to receiving your application as we embark together on a remarkable journey of professional growth and development. Join our exceptional community at Ashoka University, where excellence is nurtured, and aspirations are transformed into reality.