



Senior Project Assistant / Data Entry Operator

Manipal Academy of Higher Education (MAHE), Manipal invites applications for the Senior Project Assistant/Data Entry Operator position to work under project titled "Validation of a Digital Health App (Recoup App) for Radiation Oncology Patients and Informal Caregivers (DHARE)" in collaboration with POSHA Healthtech Private Limited at the Department of Radiation Oncology, Kasturba Medical College (KMC), Manipal.

Position	Eligibility Criteria	Remuneration
Senior Project Assistant/ Data Entry Operator (Position: 01)	Qualification: Graduation (BSc or equivalent) and above, preferably with work experience in health sciences and having basic technical knowledge of MS Excel, SPSS and Google survey. Required Qualifications • Work experience in data entry, clinical coordination, or hospital administration preferred. • Comfortable using smartphones, mobile apps, and basic computer tools • Strong attention to detail and accuracy in transcribing clinical information • Fluency in Kannada, Tulu, and English (Hindi a plus) — essential for patient and caregiver interaction in Manipal • Good interpersonal skills and patience when working with recovering patients and anxious caregivers • Having basic technical knowledge of MS Excel. Key Responsibilities • Care Plan Creation — Build recovery/care plans in the Recoup platform accurately based on the treating doctor's prescription and/or discharge summary for each enrolled patient. • Patient & Caregiver Onboarding — Provide basic, hands-on training to patients and their family caregivers on how to install, navigate, and use the Recoup mobile app. • Outcomes Data Collection — Conduct surveys and collect patient-reported outcomes (PROs) using pre-defined, standardized questionnaire forms, per the trial protocol and defined schedule. Working Conditions • On-site at the hospital; requires movement across wards/departments • Working hours aligned with hospital OPD/discharge schedules • Adherence to patient confidentiality, data privacy, and trial protocol at all times Job Code: Application for Senior Project Assistant/Data Entry Operator –KMC, Manipal	Rs. 20,000/-

Mentioning of Job Code in the subject line of the application is mandatory.

Duration of the Project: One year

Candidates possessing the requisite qualifications may send their detailed CVs on or before **October 15, 2026** to the following email id/address. Shortlisted candidates will be informed by e-mail about the interview date. No TA/DA will be paid for attending the interview.

Director - HR
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