

**POSITION ANNOUNCEMENT FOR**  
**ASSISTANT MANAGER- PROGRAMS, NAGPUR, MAHARASHTRA**

**ABOUT THE ORGANIZATION**

Ipas Development Foundation (IDF) works to increase women's ability to exercise their sexual and reproductive rights, especially the right to safe abortion and contraceptive services. IDF seeks to eliminate unsafe abortion and the resulting deaths and injuries and to expand women's access to contraception, comprehensive abortion care and related reproductive health information and care. Towards this, IDF works in strengthening training systems, service delivery of comprehensive contraception and abortion care, and access to these services within the public health system, with the aim of making a positive impact on the health of women in India. IDF's program currently spans 12 states to include the states of Assam, Bihar, Chhattisgarh, Jharkhand, Karnataka, Madhya Pradesh, Maharashtra, Meghalaya, Odisha, Rajasthan, Uttar Pradesh, and West Bengal.

*Ipas Development Foundation (IDF) has been rated among "India's top 10 NGOs to Work for" by Great Place to Work® Institute. This recognition is a testament of the organization's high-trust, high-performance work culture.*

**OVERVIEW OF THE POSITION**

IDF seeks to hire an Assistant Manager – Programs to be based at Nagpur, Maharashtra and reporting to the Manager - Programs. The position will be responsible to assist in facilitating Comprehensive Abortion Care (CAC) trainings of providers, to improve maternal health and reduce maternal mortality and morbidity. The position will also be responsible to assist in facilitating service delivery provision by trained providers and document service delivery status, as required.

**ROLES AND RESPONSIBILITIES**

The responsibilities of the Assistant Manager – Programs will include the following:

- Manage implementation of CAC trainings at designated training centers in the state.
- Coordinate with Master Trainers designated to conduct the trainings.
- Coordinate and follow-up with nominated doctors who are due to attend the trainings.
- Assist in resolving any concerns that may arise in the implementation of CAC trainings in the state.
- Monitor quality of training on identified parameters.
- Liaise with District health officials and other officials within the state for smooth implementation of the CAC program.
- Coordinate and follow-up with the concerned officials to ensure timely issuance of relevant government orders.
- Follow-up with each CAC trained provider to ensure service delivery.
- Undertake regular field visits to identify issues affecting service delivery and design and implement solutions to address the same.
- Provide support at service delivery sites in improving documentation related to CAC services.
- Conduct orientation of community intermediaries at service delivery sites to inform them about CAC services.

- Conduct orientation of eligible providers on IUCD at program facilities.
- Document activities and prepare program reports, as necessary.
- Ensure timely submission of regular program reports as per periodicity specified.
- Supervise the functioning of the Executive- Programs and the Nursing Trainers to facilitate their role in coordinating CAC trainings and monitoring of provider performance.
- Identify areas of improvement and provide regular support to Executive-Programs and Nursing Trainers to improve their performance.
- Provide any other technical and programmatic assistance as requested and carry out any other duties within the scope of the position and as required by the program.

## **QUALIFICATION AND EXPERIENCE**

Candidates suitable for this position:

- Graduates with an advanced degree in Social Sciences, Management or Public Health.
- 2 to 5 years of relevant program management experience in the health sector, preferably with international NGOs/local NGOs/state governments.
- Fair understanding of the Reproductive Health sector in India, preferably with an understanding on programs related to family planning and Comprehensive Abortion Care.
- Ability to engage and interact with officials at varying levels including experience of working with senior officials at the state level.
- Excellent computer skills with proficiency in standard MS Office applications.
- Ability to read, write and speak in English and Hindi along with fluency in the local language.
- Ability to travel up to 60% of time to village/block level in the state.
- Confident, self-driven and a team player.

## **TO APPLY**

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last drawn salary and expected salary) to [idf.amn@sectoraccess.org](mailto:idf.amn@sectoraccess.org).

### **Your CV must be accompanied with:**

- Cover letter justifying suitability for the position – role fitment based on present & past work experience.
- Current/last drawn compensation & expected compensation.
- *CVS WITHOUT COVER LETTERS AND COMPENSATION DETAILS WILL NOT BE CONSIDERED.*

### **Please note:**

- *IDF management reserves the right to modify the contents of this position description at any time.*
- *IDF is an Equal Opportunity Employer.*
- *Women candidates are encouraged to apply.*
- *Only shortlisted candidates will be contacted.*

For further clarifications, please contact Sector Access at 011 – 46860000 between 10:00 AM to 5:00 PM on weekdays.