



## **PROGRAM OFFICER,** **MADHYA PRADESH**

### **ABOUT THE ORGANIZATION**

Ipas Development Foundation (IDF) works to increase women's ability to exercise their sexual and reproductive rights, especially the access to safe comprehensive abortion care and contraceptive care services. IDF seeks to eliminate unsafe abortion and the resulting deaths and injuries and to expand women's 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, Odisha, Punjab, 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 is implementing a *Comprehensive Contraceptive Care (CCC) program* in Madhya Pradesh to improve access to family planning services for improving maternal health and reducing maternal mortality and morbidity. Through strengthening the capacity of state and district officials to manage the program implementation, on-site trainings of health service providers, building awareness of ASHAs, the program aims to improve access to the entire range of contraceptive services at selected public sector intervention facilities.

IDF seeks to hire a Program Officer to be based in Madhya Pradesh. The position reports to the Assistant Manager-Programs (AMP) in the state and will be responsible for data management including training of data entry operators, facilitating data entry at public health facilities, visiting facilities at periodic intervals for collection of relevant forms, organizing community intermediaries' meetings; and supporting other team members for program implementation. The Program Officer position could be based at the following locations:

- Bhopal, Madhya Pradesh
- Hoshangabad, Madhya Pradesh
- Indore, Madhya Pradesh
- Ujjain, Madhya Pradesh
- Jabalpur, Madhya Pradesh

### **ROLES AND RESPONSIBILITIES**

The responsibilities of the Program Officer will include the following:

#### **Data Management**

- Train Data Entry Operators at facilities on software; support site staff in correct and timely entry of relevant information on software; and ensure relevant recording formats are being maintained appropriately by the facilities in the relevant registers as per the project and Government of India requirement.
- Ensure timely collection of data and other information from the identified program sites and review them for any gaps.

### **Support in On-site Training and Workshops**

- Provide support to the team in arranging logistics during the onsite trainings.
- Conduct trainings and orientation of ANMs and Community Intermediaries (ASHAs).

### **Post-Training Support**

- Provide post-training support to the identified sites, ANMs and ASHAs, as required.
- Plan refresher orientations, as required.

### **Monitoring Family Planning (FP) Supplies**

- Ensure that all sites have adequate FP commodities and report any stock-outs or low stock situations of FP commodities.
- Monitor storage of FP commodities and facilitate remedial action, as required.
- Orient onsite staff including ASHAs on appropriate software usage to request for commodities, as per the requirement.

### **Liasoning and Networking**

- Liaise with Block Trainer Team (BTT)/Block Program Manager (BPM) for follow-up with ASHAs/Sahiyas and their supervisors for the use of appropriate software.
- Support AMP in coordination and follow-up with Medical Officer in Charge (MOIC), BTT or any other facility staff for FP commodity chain strengthening, timely indenting, etc.
- Support AMP in conducting workshops and meetings.

### **Others**

Carry out any other duties as needed within the scope of this position and provide any other programmatic assistance, as may be required.

### **QUALIFICATION AND EXPERIENCE**

Candidates suitable for the position:

- Graduate, preferably in Social Sciences or related discipline.
- 1 to 3 years of relevant program management experience, preferably in the health sector.
- Experience in implementing software and data management is highly desirable.
- Confident, self-driven and a team player.
- Ability to work on Microsoft Office and Windows Operating System.
- Ability to read, write and speak Hindi and English.
- Willingness to travel up to 70% of the time at the block/village level.

### **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.pom@sectoraccess.org](mailto:idf.pom@sectoraccess.org) by April 18, 2019.

**Please mention the position name and the preferred location in the subject line.**

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

- Cover letter justifying suitability for the position – role fitment based on present & past work experience and your preferred location(s). 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 7:00 PM on weekdays.