

## **EXECUTIVE-PROGRAMS, ASSAM**

### **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 is implementing a *Comprehensive Contraceptive Care (CCC) program* in Assam 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 Executive – Programs to be based in Assam. The positions report 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 Executive- Programs positions are open at the following locations:

- Guwahati, Assam
- Nagaon, Assam

### **ROLES AND RESPONSIBILITIES**

The responsibilities of the Executive-Programs will include the following:

- Timely collection of relevant information using appropriate formats for Comprehensive Contraceptive Care (CCC).
- Ensure relevant recording formats are being maintained appropriately by the facilities.
- Review all formats collected and provide inputs, as required, to the AMP.
- Develop plans and conduct orientation of Community Intermediaries at service delivery sites to inform them about CCC services.
- Undertake post-training support activities, including telephone calls to the trained providers and regular visits to the intervention sites ensuring service delivery; identify issues affecting service delivery; help design and implement solutions to improve service delivery and reporting.
- Ensure that all sites have the required communication materials, relevant recording registers, follow up cards, etc. for quality service delivery.

- Support the AMP in organizing divisional and district level data/software orientation and review meetings.
- Monitor and facilitate availability of IUCD and other Family Planning (FP) commodities in each of the intervention sites.
- Liaise with relevant block and district level officials to ensure zero stock-outs of IUCD and other contraceptive supplies.
- Support the AMP in roll out of *Logistics Management and Information Systems (LMIS)* as required.
- Train Data Entry Operators at facilities on service delivery reporting softwares, follow up for timely data entry and upload on a monthly basis.
- Identify site level issues related to data entry and uploading and implement solutions to address the identified issue/s.
- 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 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 Assamese language is a must along with a working knowledge of English and Hindi.
- 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.epgn@sectoraccess.org](mailto:idf.epgn@sectoraccess.org) by January 14, 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.