

ASSISTANT MANAGER – PROGRAMS (CCC),
SATNA, MADHYA PRADESH

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. 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 the Expanding Access to IUCD Services (EASI) program in Madhya Pradesh (*hereafter referred to as the Comprehensive Contraceptive Care (CCC) program*), to improve access to family planning services, for improving maternal health and reducing maternal mortality and morbidity. The program aims to improve access to Comprehensive Contraceptive Care especially IUCD services at selected facilities through on-site trainings of health service providers and building awareness of ASHAs

IDF seeks to hire an Assistant Manager- Programs - CCC, to be based at Satna, Madhya Pradesh. The position reports to the Manager Programs (CCC) and will be responsible to facilitate CCC program implementation to improve maternal health and reduce maternal mortality and morbidity.

ROLES AND RESPONSIBILITIES

The responsibilities of the Assistant Manager- Programs (CCC) will include the following:

- Develop and implement regional plans for all program related activities, including trainings, PTS plans etc.
- Ensure compliance to all IDF policies and procedures, both administrative and financial for managing the team.
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- Liaise with site/block/district/divisional level officials for roll out of onsite trainings, site strengthening and other program related activities to improve FP service.
- Leverage PIP funds at district level and participate in divisional/district level review meetings
- Ensure regular service provision by providers in intervention sites
- Along with Executive Program ensure regular data entry by site DEO in software,
 - Organize and conduct workshops at divisional/district level for facility in charge, data entry operators and store in charge on program roll out, data entry and commodities management respectively.
 - Conduct and participate in monthly meetings with team and Manager Program to review progress
 - Provide supportive supervision to all team members; Hold regular meetings with team and update Manager Program on progress and impediments if any on periodic basis.

- Coordinate with Client follow-up executive and ensure house hold client follow-up is conducted as prescribed under the program.
- Build team cohesiveness and improve team work to achieve project objectives
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- Carry out any other duties as needed within the scope of this position and provide any other technical and programmatic assistance, as may be required by the program.

QUALIFICATION AND EXPERIENCE

Candidates suitable for the position:

- Graduate or advanced degree in Management/Public Health/ Social Work / Social Sciences.
- Additional knowledge or skills on software application
- 2-5 years of relevant program management experience in the health sector, preferably with international NGOs/local NGOs/state governments.
- Fair understanding of the RMNCH+A and family planning program being implemented under NHM in the country.
- Ability to develop work plans in consensus with team and lead team, understand field challenges, good team player
- Experience of working with government officials at district and divisional level ,
- Good communication skills in English and Hindi, good documentation skills, ability to work on MS office Willingness to travel up to 60% of the time at block and village level program areas.
- Relevant experience from any part of India with a willingness to relocate to Madhya Pradesh will be preferred.

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.amps@sectoraccess.org by December 18, 2017.

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.
- E-mail subject line to state the position name and location of work.
- *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.