

**ASSISTANT MANAGER – PROGRAMS,**  
**WEST BENGAL (KOLKATA & MALDA)**

**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 West Bengal 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 and building awareness of ASHAs, the program aims to improve access to the entire range of contraceptive services at selected public sector intervention facilities.

IDF has position openings for Assistant Manager-Programs in West Bengal, based at Kolkata and Malda. The position reports to the Program Manager, West Bengal 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 will include the following:

- Support the Program Manager in developing and implementing approved activity plans, for the assigned region.
- Manage program activities, including implementation of trainings at designated centers in the state; coordination with district officials, master trainers and nominated eligible providers for training.
- Liaison with block/ district/divisional level officials within the state; for obtaining requisite orders/letters in support of program activities; participation in government review meetings, data collection and identifying issues affecting service delivery.
- Provide supervision to team members in implementing program activities, including training events and monitoring the training quality. Provide assistance in resolving any concerns that may arise in implementation.
- Develop post-training support plan and ensure the post training activities are implemented as planned.
- Review *Provider Support* forms and log sheets and share the findings with the team members for learning and program improvement.

- Ensure compliance to IDF policies and procedures while approving vouchers, claims, time sheets and leave plans of the team members.
- Monitor performance and provide feedback to the team members for improving performance.
- Provide support in improving documentation of program activities in the assigned region.
- Document activities and prepare reports on program status, as necessary.
- 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.
- 2-5 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.
- Good team player, with ability to develop work plans in consensus with team, lead the team and understand and address the field challenges.
- Experience of working with government officials at district and divisional level.
- Ability to read, write and speak Bengali is a must along with a working knowledge of English and Hindi.
- Good documentation skills and ability to work on MS office.
- Willingness to travel up to 60% of the time at district and block level in the program intervention areas.
- Relevant experience from any part of India with a willingness to relocate to West Bengal 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.ampw@sectoraccess.org](mailto:idf.ampw@sectoraccess.org) by January 15, 2018.

**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.
- 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.