



## **POSITION ANNOUNCEMENT FOR MANAGER – PROGRAMS, BHOPAL, 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 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 a Manager – Programs to be based at Bhopal, Madhya Pradesh and reporting to the State Program Manager (SPM). The Manager - Programs will be responsible to develop and implement work plans to ensure that program goals and objectives pertaining to the state are achieved. The position will provide managerial leadership to the team, coordinate technical inputs as required, and supervise staff and consultants working in the Comprehensive Contraceptive Care (CCC) program in the state. The position will apprise the SPM on a regular basis regarding program achievements, field related challenges or interventions required at state level for the CCC program and, will coordinate with the program team at New Delhi on all matters related to the CCC program.

### **ROLES AND RESPONSIBILITIES**

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

#### **Program Planning and Implementation**

- Plan and effectively implement the CCC program activities in the state.
- Review monthly reports, undertake periodic site performance review and provide constructive feedback to the teams.
- Conduct periodic joint reviews of CCC- Comprehensive Abortion Care (CAC) programs to facilitate field level coordination.
- Maintain operational interface with government stakeholders for improving Postpartum Intrauterine Contraceptive Device (PPIUCD) and Post Abortion Family Planning (PAFP) outcomes.

### **Supervision and Administration**

- Supervise the overall functioning of the staff and consultants working in the CCC program in the state.
- Provide adequate support and guidance to staff and consultants working in the CCC program for development of annual objectives, monitoring of program progress and periodic performance reviews including monthly, quarterly and annual performance reviews or other aspects, as may be required.
- Ensure the program staff, administrative staff and consultants adhere to Standard Operating Procedures mandated by the organization.
- Manage logistics and inventory as required for the CCC program in the state.
- Provide supportive supervision and facilitate conflict resolution for staff and consultants working in the CCC program.
- Manage delegation of duties and responsibilities to Assistant Manager- Programs (APMs) and conduct / oversee performance appraisal of staff and consultants working in the CCC program in the state.
- Mentor team members in providing high quality post-training support to trained providers for improved service delivery.

### **Monitor Site and Provider Performance**

- Conduct monthly review of provider and site performance.
- Undertake regular field visits to identify issues affecting service delivery and design and implement solutions to address the same.
- Understand the challenges faced by the teams in the field and address the same.

### **Review Meetings and Documentation**

- Prepare timely and accurate monthly reports on the program.
- Conduct periodic reviews and share feedback with the team on the performance.
- Provide inputs in program planning, proposal development and drafting reports for external stakeholders including providing inputs to the team at New Delhi.

### **Liaising with State and District Officials**

- Coordinate with the State/District/Divisional Health Officials for effective implementation of activities and support the Mobile Training Teams (MTTs) to achieve programmatic results.

### **Others**

- Provide any other technical and programmatic assistance as requested and carry out any other duties as are within the scope of the post 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.
- 5 or more years' program management experience in public health, preferably in the area of reproductive health.

- Demonstrated skills for strategic thinking, program management, budgeting and negotiation.
- Experience of working with and managing large teams.
- 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 English and Hindi is a must.
- Willingness and ability to travel 50% of time.

**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.pmb@sectoraccess.org](mailto:idf.pmb@sectoraccess.org) by February 11, 2019.

**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 7:00 PM on weekdays.