

MANAGER – PROGRAMS, GUWAHATI, 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 seeks to hire a Manager – Programs to be based at Guwahati, Assam and report to the Director-Programs. The position will be responsible for the states of Assam and will be required to manage teams, work with Assistant Manager-Programs (APMs) 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 Mobile Training Teams (MTTs), coordinate technical inputs (as and when required) and supervise assigned state office staff and consultants. The position will maintain the line of communication with the State Program Manager (SPM) for the Comprehensive Abortion Care (CAC) program (also the state lead for government interface for the program) and appraise on a regular basis regarding any field related challenges or immediate interventions required at state level. The Manager-Programs will coordinate all matters related to the program with the program team at New Delhi.

ROLES AND RESPONSIBILITIES

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

Program Planning and Implementation

- Independently plan and effectively implement the program in the specific states.
- Review monthly reports, conduct periodic site file reviews and provide constructive feedback to the teams.
- Review of the CAC program at the field level and maintain operational interface with government stakeholders for improving post-pregnancy contraceptive outcomes.

Supervision and Administration

- Supervise the overall functioning of the MTTs including the staff, and consultants attached with the program, if any.

- Provide them with adequate support and guidance; including development of annual objectives, monitoring progress and undertake monthly review of performance.
- Ensure the MTTs and consultants adhere to all Standard Operating Procedures; manage logistics and inventory as required for the program.
- Provide supportive supervision, conflict resolution within team members, mentoring of team members, delegation of duties and responsibilities to APMs, and conduct and/or oversee performance appraisal of team members.
- 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 MTTs and address the same.

Review Meeting and Documentation

- Prepare the monthly report for timely submission and conduct monthly and quarterly review meetings with APMs and teams.
- Conduct periodic file review and share feedback with the MTTs on the performance.
- Provide inputs in program planning, proposal development and drafting reports for external stakeholders including providing inputs to the New Delhi team for donor reporting.

Liaising with State and District Officials

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

Communication with State Program Manager (CAC):

- Hold regular meetings and inform State Program Manager (CAC) about program challenges and solicit policy level support.
- Prepare and share quarterly updates on the project progress for submission to Government as per the Memorandum-of-Understanding (MoU).
- Review the performance of sites overlapping with CAC program on a monthly/quarterly basis.

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 with international NGOs/local NGOs/state governments in the area of reproductive health.
- Demonstrated skills for strategic thinking, program management, budgeting and negotiation.
- Fair understanding of the Reproductive Health sector in India, preferably with an understanding on programs related to family planning and Comprehensive Abortion Care.
- 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 Assamese, along with English and Hindi is a must.
- Ability to travel 50% of time.
- Confident, self-driven and a team player.

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.mpg@sectoraccess.org by January 15, 2018.

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.