



## **POSITION ANNOUNCEMENT FOR ASSISTANT MANAGER – ADVOCACY & COMMUNICATIONS, NEW DELHI**

### **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 an Assistant Manager – Advocacy & Communications to be based at New Delhi. The position shall report to the Director – Advocacy & Communications; and will be responsible to assist in developing and implementing strategies to improve the enabling environment for women’s ability to exercise their sexual and reproductive rights including abortion care and contraceptive access. This position requires periodic review of laws and policies on women’s health with specific reference to safe abortion services and contraceptive access in India and developing related documents as required for dissemination to internal and external stakeholders.

### **ROLES AND RESPONSIBILITIES**

The responsibilities of the Assistant Manager – Policy will include the following:

- **Policy**  
Undertake review of laws and policies and assist in developing fact sheets, brochures, policy briefs and guidance documents on women’s access to safe abortion services. This includes:
  - A continuing review of laws impacting women’s access to safe abortion services in India
  - Tracking, collation and analysis of guidelines issued by the Central and State Governments on abortion and contraception related issues to prepare summary documents detailing the likely impact on access to safe abortion services.
  
- **Project management**  
Assist in managing and implementing projects and activities as briefed by the Director – Advocacy and Communications. This includes:

- Maintaining a database of policy related deliverables and ensuring timely completion of the same
  - Monitoring expenditures for specific projects or grants
  - Coordinating with technical consultants and members of the IDF team for timely completion of planned deliverables
  - Coordinating with donors and other national and international stakeholders to strengthen the organizations efforts in external engagement
  - Assist in planning and executing dissemination events as per planned deliverables and ensure documentation of the events as per designated formats.
- **Documentation**

Review government guidelines, related documents in the public domain and seek inputs from IDF team members and develop a range of dissemination documents such as background notes, brochures and press briefs. This includes:

    - Draft of relevant policy briefs on abortion and post-abortion contraception for internal use and for sharing with stakeholders
    - Prepare summaries and dissemination documents of research studies conducted by IDF
    - Prepare press briefs for national and state level events being conducted by IDF
    - Prepare dossiers on program activities on periodic basis for dissemination to a range of internal and external stakeholders including media channels.
  - **Advocacy and Communication**

Undertake work on expanding various communication channels, audience base, developing strategy and tools to disseminate the messages, impact and key issues related to safe abortion and contraception.

    - Responsible for training and capacity building in the field of abortion and law.
    - Develop relevant content for IDF for various media platforms such as print, electronic and social media and assist in engaging with representatives of media channels.
    - Managing IDF’s social media arm
    - Responsible for managing PR agency to tap and understand the media environment for creating advocacy on safe abortion programmes and policies.
    - Supporting the Director Advocacy and Communication on critical advocacy and communication related project initiatives and content development.
    - Create a database for tracking requests and assistance provided to Government of India, IDF units, and other stakeholders
    - Maintaining liaison with offline and online media channels to ensure appropriate messaging and coverage about IDFs work with a specific focus on research studies, policy briefs and dissemination events.

## QUALIFICATION AND EXPERIENCE

Candidates suitable for this position:

- Advanced degree in Social science, Development Studies, Mass Communication, Public Health, Law or other related fields.
- At least 3 years’ of relevant work experience. Preferably with:
  - experience of working on advocacy and policy related documentation

- Preferably experience in development sector, on women empowerment, access to services, health, particularly reproductive health related issues.
- Demonstrated experience of representing organizations to external stakeholders.
- Understanding of the development sector, women issues, preferably public health system and reproductive health sector.
- Excellent verbal and written communication skills in English
- Strategic thinking and people management skills.
- Ability to work under tight timelines and work efficiently under pressure.
- Excellent computer skills with proficiency in standard MS Office applications.
- Willingness to travel, as may be required.

#### **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.adv@sectoraccess.org](mailto:idf.adv@sectoraccess.org) by February 18, 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.
- 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 5:00 PM on weekdays.