



## **POSITION ANNOUNCEMENT FOR**

### **MEDICAL OFFICER – TRAINING, GUWAHATI & NAGAON, 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 POSITION**

IDF has position openings for Medical Officer – Training, to be based at Guwahati and Nagaon, Assam. The positions report to the Assistant Manager – Programs (AMP), Guwahati and Nagaon, respectively and will be responsible to ensure availability of Comprehensive Contraceptive Care (CCC), Comprehensive Abortion Care (CAC) and Post Abortion Care (PAC) services at facilities covered by the Comprehensive Contraceptive Care intervention in the state. The positions will be responsible to work as a member of a mobile training team (MTT) for pre-training gap analysis, conducting trainings, post-training follow-up to ensure quality service delivery, monitor performance of trained health service providers (HSPs) and conduct follow-up trainings as may be required.

#### **ROLES AND RESPONSIBILITIES**

The responsibilities of the Medical Officer – Training, will include the following:

- Provide technical support and guidance to Nursing Trainers to build their capacities to conduct high quality on-site training and provide post training support.
- Conduct structured on-site training on comprehensive contraceptives, including Interval Intrauterine Contraceptive Device (IUCD), Postpartum Intrauterine Contraceptive Device (PPIUCD), and Post Abortion Intrauterine Contraceptive Device (PAIUCD) for the eligible providers in the facility.
- Conduct pre- and post-training assessment for the trainees and collect feedback. Prepare report based on analysis and share with designated team members.
- Support the team in collection of baseline information of the facilities and collection of data from intervention facilities.
- Identify and implement innovative training methodology for increasing training effectiveness and participant learning.
- Support participants to learn and practice IUCD insertions using correct techniques on the models and during 'hands-on'.
- Demonstrate use of different checklists during the training, infection prevention and waste management at the facility and motivate trained providers to implement the same.

- Strengthen recording of contraceptive and abortion care services at intervention facilities.
- Provide on-site post training clinical mentoring support to the trained providers and ensure high quality service delivery.
- Document and update the AMP and other members of the MTT regarding support visits conducted and actions taken.
- In consultation with the facility-in-charge and the trained providers, identify challenges and areas for performance improvement at the facility regarding high quality contraceptive services to the clients.
- Any other work as may be assigned, pertaining to the skills possessed by the candidate.

### **QUALIFICATION AND EXPERIENCE**

Candidates suitable for the positions:

- Graduate degree in MBBS or Post Graduate degree or Diploma in Obstetrics and Gynaecology, Preventive and Social Medicine.
- A minimum of 2-3 years' experience of working on Reproductive Health, preferably in Family Planning.
- Prior experience of working with international and national level NGOs, Health Departments and Public Health facilities.
- Prior experience in IUCD training will be preferred.
- Ability to strategically plan and work in a team.
- Ability to read, write and speak Assamese is a must along with a working knowledge of English and Hindi.
- Ability to travel 70% of the time to village and block level program areas.
- Relevant experience from any part of India with a willingness to relocate to Assam 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.moa@sectoraccess.org](mailto:idf.moa@sectoraccess.org) . **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.
- *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.