

POSITION ANNOUNCEMENT FOR
SPECIALIST – PROGRAMS & TRAININGS, 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 10 states to include the states of Assam, Bihar, Chhattisgarh, Jharkhand, Karnataka, Madhya Pradesh, Odisha, Rajasthan, Uttar Pradesh, and West Bengal.

Ipas Development Foundation (IDF) has been consistently rated among "India's top 10 NGOs to Work for" by Great Place to Work® Institute in the last 3 years. This recognition is a testament of the organization's high-trust, high-performance work culture.

OVERVIEW OF THE POSITION

IDF seeks to hire a Specialist – Programs & Trainings to be based at New Delhi and reporting to the Senior Director - Programs. The Specialist – Programs & Trainings will be responsible to monitor and support four grants in 10 states on Comprehensive Abortion Care (CAC) program. This position will work closely with the state teams to ensure smooth implementation of program, monitor progress as per approved workplans, identify issues that may affect the implementation, collate program data for donor reporting and, track program budgets and variances.

ROLES AND RESPONSIBILITIES

- Monitor the project workplans monthly and highlight any deviations to Senior Director - Programs.
- Undertake field visits, attend monthly meetings of the state teams to understand progress on program implementation, challenges and provide possible solutions.
- Review, collate reports received by states/grant, seek additional information as necessary and share internally with relevant units.
- Monitor program budget for any deviation and if there is any under-spends inform Senior Director - Programs and propose suitable alternate activities.
- Shall be the interface between various units at New Delhi and the state teams.
- Supervise the Senior Coordinator - Programs and Trainings, and ensure review of monthly reports, workplans, etc.
- Provide technical and programmatic assistance as requested, and carry out other duties as required within the role of this position.

QUALIFICATION AND EXPERIENCE

Candidates suitable for the position:

- MBA/PGDM in social sector from a reputed institution.
- 7 to 10+ years of experience.
- Candidate must have prior experience of handling projects in the social sector particularly programs supporting Government or social consulting experience.
- Good communication and presentation skills.
- High degree of analytical skills.
- Fluent in English (both spoken and written).
- Preferable experience of leading team of professionals at state/national level.
- Excellent computer skills with proficiency in standard MS Office applications.
- Ability to travel 50% of the work 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.psd@sectoraccess.co.in by October 26, 2021.

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.*
- *IDF's recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. All employees & consultants are expected to uphold this commitment.*
- *Women candidates are encouraged to apply.*
- *Only shortlisted candidates will be contacted.*

For further clarifications, please contact Sector Access at +91 77 039 82477 between 10:00 am to 5:00 pm on weekdays. In case you are unable to reach the number, please send a WhatsApp or SMS with your name and contact number and Sector Access will connect with you on priority.