

Job Title: Specialist – Programs & Trainings
Location: Jaipur, Rajasthan
Bhopal, Madhya Pradesh
Guwahati, Assam

About the organization:

Ipas Development Foundation has been working in India since 2001 to improve the sexual and reproductive health ecosystem in the country. In close collaboration with the national government and formal partnerships with state governments, we work in communities and with the public health system to enhance access to sexual and reproductive health services, particularly comprehensive abortion care and choice-based contraception. 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™" in the last 6 years and "India's Best Workplaces™ for Women" for last 3 years by Great Place to Work Institute. This recognition is a testament of the organization's high-trust, high-performance work culture.

Visit us at: www.ipasdevelopmentfoundation.org

General Description:

IDF seeks to hire Specialist – Programs & Trainings to be based at Jaipur, Rajasthan; Bhopal, Madhya Pradesh; and Guwahati, Assam. The positions report to the respective State Director. The Specialist – Programs & Trainings will ensure achievement of planned program deliverables in the respective states and will be responsible for end-to-end management of the program including team management. The positions will work directly with the respective Senior Coordinators in the state to develop and implement work plans and ensure that program goals and objectives pertaining to their State are achieved.

Duties and Responsibilities:

1. Program Planning & Implementation

- Ensure planning and effective implementation of the program in the State.
- Develop a state workplan in line with donor commitments, conduct monthly performance reviews and ensure achievement of targets.
- Maintain operational interface with government stakeholders for reaching low parity women/couples.
- Develop relevant program formats to capture activities and implementation progress.

- Provide required inputs in program planning, proposal development and drafting reports for external stakeholders.
- Provide inputs, as required, to the team at IDF, New Delhi team for donor reporting.

2. Supervision & Administration

- Ensure that the program team understands the program goal and objectives.
- Supervise the functioning of the program team including delegation of duties and responsibilities to Senior Coordinators, conducting supportive supervision of team members, facilitating conflict resolution among team members, conducting and(or) overseeing performance appraisal of team members.
- Provide adequate support and guidance to the program team including translation of the workplan into actionable activities, development of quarterly, bi-annual, and annual goals and objectives, monitoring progress, and undertaking performance reviews.
- Mentor team members in achieving the project targets of reaching zero and low parity women/couples and in providing high-quality program deliverables.

3. Monitoring Performance

- Undertake regular field visits to identify issues affecting service delivery of zero and low parity women and design and implement solutions to address the same.
- Understand the challenges faced by the team and address the same.
- Review monthly program reports, conduct periodic reviews, and provide constructive feedback to the team.

4. Liaising With State and District Officials

- Coordinate with IDF State Director and ensure adequate financial resources for reversible methods in the state PIP.
- Liaising with the State/Divisional/District Health Officials for effective implementation of activities and solicit policy-level support for the team to achieve programmatic results.
- Institutionalize district-level FP review meetings and discussions around reversible methods and their uptake by zero and low parity women/couples.
- Facilitate nomination of IDF, in important district-level meetings like DHS and ensure participation in the meetings.
- Prepare and share quarterly updates on the project progress for submission to the Government as per the Memorandum-of-Understanding (MoU).

5. 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.

Selection Criteria:

- Graduates with an advanced degree in Social Sciences, Management or Public Health.
- 5+ years of program management experience preferably with international NGOs/local NGOs/ state governments reproductive health.
- Fair understanding of the reproductive health sector in India, preferably with an understanding of programs related to family planning and sexual & reproductive health.
- Demonstrated skills in strategic thinking, program management, budgeting, and negotiation.

- Ability to engage and interact with government officials at varying levels including experience of working with senior officials in the state government.
- Ability to read, write and speak English and Hindi. Additionally, applicants for the position at Guwahati will require fluency in reading, writing and speaking Assamese.
- Proven ability to work with tight timelines and under pressure.
- Willingness and ability to travel 50% of the time.
- Excellent computer skills with proficiency in standard MS Office applications.

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.spt@sectoraccess.co.in by January 22, 2023.

Your CV must be accompanied by:

- A cover letter justifying suitability for the position based on present and past work experience.
- Current/last-drawn compensation and expected compensation.

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 the organization's commitment to the safety and protection of children in the organization's 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 our talent acquisition partner 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.