

**Job Title:** State Director  
**Location:** Jaipur, Rajasthan

**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](http://www.ipasdevelopmentfoundation.org)

**General Description:**

IDF seeks to hire a State Director to be based at Jaipur, Rajasthan. The position reports to the Director Programs and is responsible to develop implementation strategies and work plans to ensure that the organization's goals and objectives pertaining to projects are met in Rajasthan. The position will be responsible to manage programs related to training, service delivery and improving access to Comprehensive Contraceptive Care (CCC). The State Director will provide leadership to the state team and coordinate technical inputs. S/he will be responsible for increasing the impact of IDF's interventions and utilization of services in program areas.

**Duties and Responsibilities:**

**1. Program Planning and Implementation**

- Ensure planning and effective implementation of projects in Rajasthan.
- Provide inputs in program planning and implement annual work plans with adherence to budgets, schedules, and resources.
- Identify and access external resources required to achieve the planned goals in the state.
- Monitor implementation progress in the state, track variances and facilitate appropriate action towards streamlining implementation as per planned goals.
- Work with staff, consultants, and partners to implement activities and ensure project activities and outputs are achieved.

- Assist the supervisor or Program Leads to ensure long term commitments in the State through extension/ renewal of existing MOUs for technical support related to CCC components.
- 2. Partner Management**
    - Interact regularly with current and potential project partners to include state and district level government officials, training institutions and other organizations working in the area.
    - Develop partner specific project implementation plans and facilitate implementation of these plans.
    - Work closely with the State Government to ensure availability of adequate resources in the Programme Implementation Plan (PIP) and leverage the allocations in the PIP to ensure trainings, IEC development, procurement etc. are done in a timely manner.
  - 3. Material Development**
    - Work with respective staff and consultants at IDF, New Delhi, to produce required state specific IEC materials and collaterals.
    - Identify new materials that are needed for the project in the State.
    - Identify existing materials available with the state government and suggest adaptations to facilitate uniformity in messages.
  - 4. Supervision and Administration**
    - Supervise the overall functioning of the state office and be responsible for smooth functioning and adherence to set procedures and processes.
    - Ensure that the State office follows established Standard Operating Procedures including logistics and inventory management.
    - Supervise the work of the project staff and consultants attached to the State office and provide them with adequate support and guidance to include the development of annual objectives, monitoring of progress and periodic review of performance.
  - 5. Process and Impact Documentation**
    - Work with the team at IDF, New Delhi, to develop indicators and reporting systems.
    - Ensure collection of required data to document the process and impact of IDF's interventions in the State.
  - 6. Representation and Networking**
    - Develop and maintain a relationship with relevant stakeholders in the state.
    - Represent IDF's work by participating and presenting in conferences and meetings with the State Government and other development partners.
  - 7. 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.
- 7+ years of relevant work experience preferably in programs related to 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.
- Strong understanding in reproductive health and contraception care.
- Excellent verbal and written skills in English and Hindi.

- 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.
- 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.sdr@sectoraccess.co.in](mailto:idf.sdr@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.