



Job Title: Senior Coordinator – Programs & Training

Location: Jaipur, Rajasthan

About the organization:

Ipas Development Foundation (IDF) 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 across 10 states with over 100 members.

IDF was among the first few NGOs to get certified as the Great Place to Work-Certified™ organization by Great Place to Work Institute and has been consistently on the list of India's top NGOs to Work For™ since 2017. Twice it also featured in the elite list of India's Great Mid -size Workplaces. IDF was also recognized as India's Best Workplaces™ for Women three times in a row. These recognitions are a testament to the organization's high-trust, high-performance work culture.

We are proud of our work culture and strive to remain the best in terms of employee friendly policies, women friendly work environment, and opportunities for learning.

Visit us at: www.ipasdevelopmentfoundation.org

General Description:

Ipas Development Foundation is implementing a project in Assam, Madhya Pradesh, and Rajasthan to support improving focus on reversible contraceptive usage among young women, especially in rural communities. The project involves a mix of interventions at the health systems and community level - working closely with the government to enhance family planning services in government health facilities, especially choice, improving awareness of reversible contraceptives, and facilitating behaviour change towards family planning among individuals who have the greatest unmet need.

The Senior Coordinator – Programs & Training will be based at Jaipur, Rajasthan and will be responsible to manage the implementation of the project in the assigned geography. S/he will be responsible to facilitate implementation and ensure that project goals and objectives pertaining to the division are achieved.

Duties and Responsibilities:

The Senior Coordinator – Programs & Training will support the Specialist – Programs & Training in developing and implementing approved activity plans. The responsibilities of the Senior Coordinator – Programs & Training will include the following:

1. Program implementation

- Manage program activities, including monitoring of reversible method uptake by zero and low parity women/couple in the intervention district/facilities.

- Provide supervision to the team members in implementing program activities, including demand generation activities and monitoring women served using HMIS data.
- Provide assistance in resolving any concerns that may arise in implementation.
- Monitor performance and provide feedback to the team members for improving performance.

2. Government liaison

- Liaison with government officials to facilitate program implementation at facility, block, district, and divisional level in the assigned division.
- Participate in all relevant meetings at the district level including FP review meetings and meetings of the District Health Society.
- Represent IDF and the program at external forums in the division.
- Ensure coordination for timely issue of requisite letters/directives in support of program activities from government officials.
- Facilitate government training at designated centres in the division including coordination with district officials, master trainers and nominated eligible providers for training.

3. Documentation

- Provide support in improving facility/district level record keeping and documentation in the assigned division.
- Document activities and prepare reports on program status, as necessary.

4. Other

- Ensure compliance with IDF policies and procedures while approving vouchers, claims, timesheets, and leave plans of the team members.
- Carry out any other duties as may be required by the program.

Qualification and Experience:

- Graduates with an advanced degree in Management or Public Health or Social Work or Social Sciences.
- 2 to 5 years of relevant program management experience in the health sector, preferably with international NGOs or local NGOs or state governments.
- Fair understanding of the reproductive health sector.
- Experience working with government officials at the district and divisional levels.
- Confident and self-driven
- A good team player, with the ability to develop work plans in consensus with the team, lead the team, and understand and address challenges in the field.
- Ability to read, write and speak English and Hindi.
- Good documentation skills and ability to work on MS office.
- Willingness to travel up to 60% of the time at the district and block level in the program intervention areas.
- Relevant experience from any part of India with a willingness to relocate to Jaipur.

To apply:

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last drawn salary and expected salary), preferred location to idf.spts@sectoraccess.co.in by Mar 31, 2024.

Your CV must be accompanied by a cover letter justifying your suitability for the position based on present and past work experience along with your current/last-drawn salary and expected salary.

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. Please send a WhatsApp or SMS with your name, contact number and question/clarification to +91 77 039 82477 and Sector Access will connect with you on priority. Kindly do not send your application/CV to this number, this a helpline to provide a response to your questions/clarifications.