



**Job Title:** Officer – Programs & Trainings

**Location:** New Delhi

**Reporting to:** Chief Technical Officer – Health Systems

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 and private health systems to enhance access to sexual and reproductive health services, particularly comprehensive abortion care and choice-based contraception.

Visit us at: [www.ipasdevelopmentfoundation.org](http://www.ipasdevelopmentfoundation.org)

### **Who are we looking for?**

We are looking for a highly motivated graduate with three years of program implementation experience, preferably in the health sector, a passion to develop great program communication materials and outstanding written communication skills in English. Some exposure to organizing events such as conferences and training will be an advantage.

### **What would you be expected to do?**

Your writing skills in English will be a critical asset for this role and you would be mainly involved in developing reports and communication materials by:

- compiling and analyzing program related information
- writing content in English for multiple purposes
- working with visual designers to develop final outputs

Further, you will:

- manage logistics for events such as staff conferences and trainings
- ensure availability of communication materials in different offices of IDF by coordinating between state program teams and the procurement department

### **What is it like working for IDF?**

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. We are rated among India's Best NGOs to work for since 2017 and among India's Top 50 mid-size workplaces 2024 by the Great Place to Work Institute.

### **To apply:**

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last-drawn salary and expected salary) to [opt.idf@sectoraccess.co.in](mailto:opt.idf@sectoraccess.co.in).

For further clarifications, please send your query on WhatsApp or SMS along with your name and contact number to our talent acquisition partner Sector Access at +91 9205010963 and they will respond on priority. Please note that only shortlisted candidates will be contacted.