



**Job Title:** Senior Coordinator – Programs & Training

**Location:** Lucknow, Uttar Pradesh

**Reporting to:** Specialist – Programs & Training

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.

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Ipas Development Foundation is implementing the Saksham project in Uttar Pradesh. The project aims to provide a stimulus to expand method choice and build private capabilities to cater to contraceptive needs of postabortion clients. The intervention is in the form of a gateway that synergize the various components of the private-sector abortion ecosystem to support women/couples to adopt postabortion contraception.

The Senior Coordinator – Programs & Training will be based at Lucknow, Uttar Pradesh and will be responsible to manage the implementation of the project in the assigned and ensure that project goals pertaining to the state are achieved.

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

A highly motivated individual with 3 to 5 years of experience in managing a team of frontline staff and engaging with doctors, chemists and pharmacies in Lucknow, Uttar Pradesh. Candidates with knowledge and experience in the reproductive health space are preferred. You should be proficient in Excel and capable of handling basic data analysis, including processing team incentives. Fluency in English and Hindi and a willingness to extensively travel within Lucknow and nearby districts are a must.

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

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:

- Build capacity of key stakeholders in the respective districts, including organizing capacity building workshops (LARC workshop & Implant Training) and following up to ensure participation.

- Manage partnerships with key stakeholders in the private sector in their respective districts for meeting program results.
- Monitor and manage field staff and ensure program objectives are met.
- Data management, including ensuring recording correct and reporting of data from the network members facility.
- Ensure incentives are provided as per program policy to chemists and clinics in intervention districts.
- Timely submission of all field expenses incurred by staff at program districts.
- Conduct supportive supervision visits with the network coordinator to oversee field activities.
- Ensure Post-abortion family planning (PAFP) recording and reporting at clinic in the intervention districts along with facilitation helpline calls at chemists for increasing the adoption of PAFP in the intervention districts.

### **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 Top 10 NGOs to work for since 2017, among India's Top 50 mid-size workplaces 2024 and Social Impact Icon 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 [spt.idf@sectoraccess.co.in](mailto:spt.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.