



**Job Title:** Project Executive

**Location:** Gujarat, Maharashtra and Tamil Nadu (*Remote working*)

**Reporting to:** Senior Clinical Consultant

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?**

The Project Executive will be responsible for overall logistics towards managing the training of providers in a project focused on training private-sector gynecologists for contraceptive implant insertion and removal. The position will be responsible to work in that state to ensure timely arrangement of training logistics and on ground coordination with vendors and partners and supporting any local procurement, as may be required. The position requires an energetic and dynamic graduate with 2-3 years of work experience in health projects or in pharmaceutical sales. A candidate having familiarity with the state's geography, fluency in the regional language, prior experience in coordinating training logistics and with a pro-active solution-oriented approach would be well suited for the role. The position involves extensive travel (up to 60%) to project areas.

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

The key responsibilities of the role are:

- Arranging training logistics at the training venue to include training aids, refreshments, vehicle etc. in a timely manner to facilitate smooth conducting of trainings.
- Ensuring feedback from trainees is collected and collated along with other relevant data of the training events.
- Undertake administrative tasks in compliance with the organization policies.
- Maintain an updated inventory of training aids, consumables, and office stationery to ensure smooth operations.

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

We are proud of our thriving work culture and strive to remain the best in terms of employee friendly policies, women friendly work environment, and opportunities for learning. We have been rated among India's Best NGOs to Work For by the Great Place to Work Institute since 2017 and have been recognized as a Social Impact Icon. We have also been placed twice in the elite list of India's Great Mid -size Workplaces and recognized as India's Best Workplaces for Women three times in a row.

**To apply:**

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last-drawn salary and expected salary) to [pe.idf@sectoraccess.co.in](mailto:pe.idf@sectoraccess.co.in) by April 25, 2025.

Since the position is work-from-home, with travel as required for the role, you can be based at any location in the state. Please mention your location preference(s), including the town/city and state, in your covering letter and in the subject line of your email as follows: 'Application for Project Executive (State(s)).

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 92 050 10963 and they will respond on priority. Please note that only shortlisted candidates will be contacted.

**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.