



**Working Title:** Senior Coordinator – Digital Innovations

**Location:** Delhi

**Reporting to:** Associate Director - Programs

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?**

- Strong project management and cross-team coordination skills for managing external and internal stakeholders.
- Good understanding of existing and emerging digital technologies, including social media, chatbots and helplines, for improving individuals' access to sexual and reproductive health information and services.
- Demonstrated interest and willingness to work in the field of sexual and reproductive health, with a particular focus on abortion and contraception is desirable.
- Postgraduate degree in Development Studies, or related fields, with demonstrated experience or certification in managing digital platforms, or digital products.
- 3-4 years of experience in project management with at least 1-2 years of experience in managing digital platforms.
- Excellent spoken and written communication skill in English and Hindi.
- Willingness to travel up to 30% of the time for field intervention.

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

##### **Managing Sexual and Reproductive Health (SRH) related programs:**

- Coordinate the implementation of SRH-focused projects and ensure timely, high-quality execution.
- Monitor project quality and progress and highlight deviations
- Support in the documentation of project progress and updates

##### **Expanding programmatic interventions through digital technologies:**

- Oversee and strengthen IDF's digital platforms including helpline and chatbot to enhance program reach and user experience.
- Ensure smooth platform operations, high-quality user interactions, and alignment with organizational standards.
- Identify opportunities to expand digital platform users and improve functionality.
- Guide and monitor agencies managing digital operations and review user data regularly to inform improvements.
- Stay updated on emerging technologies and explore their applicability to IDF's digital interventions.

## **Networking and strategizing for improved program outcomes**

- Work closely with external consultants and partners on assignments, ensuring quality outcomes
- Network with other relevant organizations to advance IDF's connections, including representing IDF in external meetings
- Work with the leadership team to advance IDF's work around the abortion eco-system.
- Undertake scoping work for new projects and work with teams on special projects.

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

- Thriving work culture
- Rated among India's Best NGOs to work for by Great Place to Work Institute since 2017
- Thrice in the elite list of India's Great Mid -size Workplaces.
- Recognized as India's Best Workplaces™ for Women three times in a row.

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.

## **To apply:**

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last drawn salary and expected salary) to [hr-india@ipas.org](mailto:hr-india@ipas.org) by December 31, 2025.

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.