



## 1. POSITION VACANT: Specialist – External Relations, Ipas Development Foundation, New Delhi

### 2. ORGANISATION BACKGROUND:

**Ipas Development Foundation (IDF)** has been working in India since 2001 to strengthen the sexual and reproductive health (SRH) ecosystem. In close collaboration with national and state governments, and through partnerships with public health systems and civil society organisations, **IDF** works to enhance access to comprehensive abortion care and choice-based contraception.

The organisation's interventions reach over 500,000 women and girls annually, contributing to improved health outcomes and expanded reproductive choice.

IDF has been consistently recognized among India's Best NGOs to Work For by the Great Place to Work Institute since 2017 and has also been honored as a Social Impact Icon. The organization has featured three times in the prestigious list of India's Great Mid-size Workplaces and has been recognized as one of India's Best Workplaces for Women for three consecutive years.

For more information about **IDF**, please visit: <https://www.ipasdevelopmentfoundation.org/>

### 3. ROLE OVERVIEW:

**IDF** is seeking to recruit a **Specialist– External Relations** to work closely with the CEO and senior leadership to strengthen the organisation's external engagement, partnerships, and advocacy-linked initiatives.

This is a high-visibility, high-ownership role positioned at the intersection of public health, external engagement, and strategic coordination. The incumbent will play a critical role in representing **IDF** across external platforms, building relationships with key stakeholders, and translating leadership priorities into actionable initiatives.

The role also provides selective exposure to CEO office functioning, including structured program reviews and follow-through on strategic priorities.

## **Key Job Responsibilities:**

### **A. External Engagement & Relationship Building**

- (1) Independently represent **IDF** in external forums, including sector convenings, policy platforms, and stakeholder meetings;
- (2) Build and nurture relationships with stakeholders across think tanks, NGOs, development agencies, academia, and allied institutions;
- (3) Identify and create opportunities for strategic collaborations, partnerships, and joint initiatives;
- (4) Proactively develop new linkages to strengthen **IDF's** visibility, credibility, and influence within the public health ecosystem.

### **B. Advocacy & Thought Leadership Support**

- (1) Support the organisation's engagement in advocacy and policy spaces through curated platforms such as roundtables, panel discussions, and convenings;
- (2) Enable and facilitate speaking opportunities and external positioning for senior leadership;
- (3) Contribute to blogs, articles, and other communication outputs to strengthen **IDF's** thought leadership;
- (4) Translate emerging sectoral themes and leadership priorities into actionable external engagement initiatives.

*This is not a technical research role; the emphasis is on facilitation, positioning, and external engagement.*

### **C. Strategic Coordination & CEO Office Support**

- (1) Work closely with the CEO in tracking priorities emerging from external engagements and internal program reviews;
- (2) Support structured program review processes, including tracking of key action points and ensuring timely follow-through;
- (3) Facilitate coordination across teams to drive execution of cross-functional priorities;
- (4) Provide bandwidth support on high-priority, time-sensitive initiatives requiring central oversight.

## **4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

### **Qualification:**

Postgraduate qualification in Public Health or a closely related discipline is essential.

## **Experience:**

### **Essential**

- (1) Five to seven years of relevant experience in roles involving external engagement, partnerships, advocacy, or stakeholder management;
- (2) Demonstrated experience engaging with external stakeholders such as think tanks, NGOs, development agencies, or similar institutions.

### **Strongly Preferred:**

- (1) Experience in public health consulting environments (e.g., Big4/advisory firms) or externally-facing roles within development organisations;
- (2) Exposure to policy engagement platforms, coalitions, or advocacy initiatives.

### **Desirable:**

- (1) Familiarity with the SRH (sexual and reproductive health) ecosystem;
- (2) Experience in program tracking, dashboards, or structured review mechanisms;
- (3) Cross-functional experience working with diverse teams.

### **Skills and Competencies:**

- (1) Strong written and verbal communication skills, with the ability to represent the organisation credibly in external settings;
- (2) High level of confidence and executive presence in engaging with senior stakeholders;
- (3) Strong stakeholder management and relationship-building ability;
- (4) Ability to operate independently and exercise sound judgment in dynamic environments;
- (5) Strong organisational and execution discipline, with the ability to manage multiple priorities and ensure follow-through;
- (6) Ability to translate discussions into clear, actionable outcomes.

## **5. IDEAL CANDIDATE PROFILE:**

The ideal candidate is an early to mid-career public health professional who combines strong sector understanding with demonstrated exposure to external engagement.

They may currently be working in partnerships, consulting, advocacy, or CEO/ strategy office roles, and should be comfortable operating independently in externally-facing environments.

The role requires a high degree of initiative, ownership, and personal drive. The successful candidate will be outward-looking, proactive, and comfortable creating opportunities rather than waiting for direction. They should bring energy, curiosity, and the ability to operate independently in dynamic, externally engaged environments.

**7. LOCATION: New Delhi.**

**8. APPLICATION PROCESS:**

Eligible candidates interested in this position are requested to apply online at [ser-idf@sams.co.in](mailto:ser-idf@sams.co.in) by or before **April 30, 2026**.

*Due to the urgency of the position, applications will be reviewed on a rolling basis, and interviews may be scheduled prior to the closing date. Candidates are encouraged to apply at the earliest.*