



Job Title: Senior Coordinator – Programs & Trainings

Location: Jabalpur, Madhya Pradesh

Reporting to: Specialist – Programs & Trainings

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

Who are we looking for?

A highly skilled and motivated graduate in social work or social sciences with 4 to 6 years of experience in program implementation in the reproductive health or family planning sector. The position will be supporting the Specialist – Programs & Trainings and supervising field-level staff for implementing interventions to improve contraceptive uptake with capacity building of nursing staff and front-line workers and service provisioning as a core program component across assigned intervention districts of Madhya Pradesh.

The candidate should preferably have experience of working with district health officials and organize training programs for staff at government health facilities. Further, the candidate should have experience in supervising field program staff, implementing public health programs, proficiency in MS Office applications, fluency in Hindi and English, and the ability to travel extensively across project intervention areas. This position will require 60% of travel within the assigned districts of Madhya Pradesh.

What would you be expected to do?

The responsibilities of the Senior Coordinator – Programs & Trainings will include:

Facilitating District Collaborations:

- Plan and conduct the orientation of district health officials on the project.
- Work with district health officials such as Nodal Officer – Family Planning, to develop district-level work plans as per the approved project design.
- Ensure a continuing interaction with district health officials for rolling out training programs and other project initiatives as per approved timelines.

Facilitation of Program implementation:

- Ensure timely execution of program interventions in assigned geographies as per approved plans to achieve program goals.
- Work with district health officials to identify master trainers to participate in state-level ToTs.
- Facilitate issuance of relevant orders and guidelines to strengthen project interventions at the field level.
- Ensure timely roll-out of district-level training with inclusion of *Values Clarification for Action and Transformation for Family Planning (VCAT)* sessions.

Tracking & Monitoring:

- Track program delivery through routine analysis of MIS data.
- Identify gaps and potential areas of improvement through analysis of data and share recommendations with the Specialist – Programs and Trainings.
- Support district health officials, such as the Nodal Officer Family Planning, for review meetings including analysis of service delivery data, identifying gaps, and facilitating follow-ups.
- Monitor and manage program field staff to ensure program objectives are met.
- Identify the skill gaps among program field staff and provide mentorship and support for on-the-job capacity building.
- Document activities and prepare reports on program status, as necessary.

Others

- Coordinate with other IDF projects operating in similar geographies to maximize program output and enhance organizational visibility.
- Ensure compliance with IDF policies and procedures while approving vouchers, claims, timesheets, and leave plans of the team members.
- Conduct any other work or assignment as may be required for the effective implementation of the project.

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 thrice 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 scrmf.idf@sectoraccess.co.in by June 25, 2026.

Candidates are encouraged to apply at the earliest. Please note that 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. Further, please note that only shortlisted candidates will be contacted.

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:

- 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.
- IDF encourages applications from women and gender-diverse candidates.