



Job Title: Nursing Trainer

Location: Kolkata, West Bengal

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?

The position will provide technical oversight and facilitate training of service providers in a state-wide program that aims to enhance family planning services in government health facilities. A motivated Nursing professional with 6 to 8 years of work experience spanning clinical training of nursing staff, supportive supervision, and clinical mentoring will be well-suited for the role. In addition to training, the position will assist in other program aspects such as developing training calendars in consultation with government health officials, developing training job aids, coordinating implementation of planned training, post-training follow-up and mentoring, assessing service quality using validated checklists and training documentation. The position requires a good understanding of field realities in the state and proven experience in similar projects, working closely with the public health system. The candidate should be fluent in Bengali and English with good skills in MS Office and be willing to travel up to 50% of the time to district-level training sites or other program locations as required.

What would you be expected to do?

The responsibilities of the Nursing Trainer include:

Program planning

- Provide technical support in planning and developing the FP training calendar in the district.
- Develop quality standards checklists in consultation with the HS team in Delhi.
- Develop operational plans to facilitate state-level ToTs and district-level trainings of service providers, including integration of *Values Clarification for Action and Transformation sessions* (VCAT).

Program implementation

- Coordinate with project teams and district health officials to ensure timely implementation of provider training.
- Facilitate implementation of quality standards checklists as per protocols finalized in consultation with the HS team in Delhi.

- Assist the HS team in adapting job aids, tools, and training materials for field implementation.
- Support providers in improving counselling skills, confidence, and quality of service provision.
- Conduct routine follow-up across intervention sites to address gaps and strengthen implementation.

Capacity building and Clinical mentoring

- Support the Program Specialist in strengthening the project team's ongoing technical and programmatic capacity.
- Facilitate sessions in state-level Training of Trainers (ToT) and build capacities of providers by facilitating sessions, including those on *Values Clarification for Action and Transformation* (VCAT) and other technical topics related to the intervention.
- Based on need, provide on-site support to trained providers to ensure high-quality service delivery.
- Provide clinical mentoring and supportive supervision to trained providers during field visits to address service delivery gaps and reinforce correct practices.

Monitoring and documentation

- Conduct visits to training centres and health facilities to identify service delivery and training gaps.
- Document training progress, participant coverage, field observations, challenges, and follow-up actions.
- Share timely updates and reports with the Specialist – Programs and relevant project teams.
- Contribute to reviewing training effectiveness through pre- and post-assessment processes and participant feedback collection.
- Identify areas requiring additional mentoring or refresher support based on field observations and training assessments

Others

Carry out 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 email their CV, covering letter (along with current/ last-drawn salary and expected salary) to nt.idf@sectoraccess.co.in by July 2, 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.