



**Job Title:** Specialist – Programs & Trainings

**Location:** Kolkata, West Bengal

**Reporting to:** Senior Regional Director

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 Specialist – Programs & Trainings will be responsible to independently manage implementation of a reproductive health intervention in the state with a focus on training of staff at health facilities and further engagement to facilitate effective delivery of contraceptive services. The position is required to engage with health officials at the state level and manage a program implementation team that includes technical (Nurse Trainers) and program staff. The role requires 8–10 years of program management experience in the reproductive health or family planning sector, preferably in public health programs working closely with the government health system. Candidates should possess strong planning and coordination skills, proficiency in MS Office applications and fluency in Bengali and English with the ability to travel extensively across project intervention areas.

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

The responsibilities of the Specialist – Programs & Trainings include:

#### **Program Planning**

- Support the supervisor and members of the central team to facilitate issuance of relevant state-level orders and guidelines to strengthen project interventions at the field level.
- Develop plans with Senior coordinator for orientation of district health officials on the project.
- Work with the Senior Coordinator and Nursing Trainer to plan state level ToTs with integration of Values Clarification for Action and Transformation for Family Planning (VCAT) sessions in the training.

#### **Program implementation**

- Ensure implementation of project interventions in assigned geographies as per approved plans to achieve program goals.
- Guide the Senior Coordinator to organize and implement the orientation program of district health officials.
- Mentor and support Nurse Trainers to ensure effective implementation of state level TOTs.

- Develop and update workplans and analyse division-wise and district-wise performance against planned targets.
- Conduct monthly project review meetings and brief the supervisor on progress, gaps, and support required for timely achievement of deliverables.
- Identify skill gaps within the team and support the Nurse Trainer in planning and conducting capacity-building activities.

#### **Monitoring, Documentation, and Reporting**

- Track program delivery through routine analysis of MIS data.
- Identify gaps and potential areas of improvement through analysis of data and develop actionable recommendations for the program.
- Provide support in improving facility/district level record keeping and documentation.
- Document activities and prepare reports on program status, as necessary on aspects such as field progress, implementation challenges, innovations, and lessons learned.

#### **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.
- 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 e-mail their CV, covering letter (along with current/ last-drawn salary and expected salary) to [sp.idf@sectoraccess.co.in](mailto:sp.idf@sectoraccess.co.in) by June 22, 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.