



**Job Title:** Senior Coordinator - Programs & Trainings

**Location:** Bengaluru, Karnataka

**Reporting to:** Regional 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?**

A highly skilled and motivated postgraduate in social work, public health, or related social sciences with 2 to 5 years of experience in program planning, implementation, and monitoring will be well-suited for this role.

The candidate will support the Regional Director – Programs in developing and executing annual implementation plans, and in monitoring program progress using established frameworks to ensure timely achievement of objectives. S/he will work closely with program teams across the states, to facilitate smooth implementation, review progress, and address gaps. The role includes coordinating with field offices to strengthen communication and systems, supporting material development, and contributing to program documentation, performance analysis, and reporting for informed decision-making.

The candidate will also represent IDF at relevant forums and support efforts to build long-term partnerships with State Governments, including MoUs and integration into State PIPs. Strong analytical, communication, and stakeholder management skills are essential, along with proficiency in MS Office and fluency in Hindi and English. The role will involve travel 20% to 30% of time across states where the program is being implemented.

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

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

#### **Program Planning, Implementation & Monitoring**

- Support the Regional Director – Programs in planning, implementing, and monitoring program activities to achieve annual objectives and deliverables.
- Track program performance against work plans, identify implementation gaps, and coordinate corrective actions with state teams, partners, and government stakeholders.
- Support engagement with State Governments and represent IDF at relevant forums to strengthen program integration and sustainability.

### **Field Coordination & Technical Support**

- Ensure effective coordination between the country office and field offices, and support field teams in strengthening systems, processes, and compliance.
- Facilitate the development of program materials by coordinating with internal teams and technical experts.

### **Reporting, Documentation & Learning**

- Support the implementation of monitoring and reporting systems to track program progress and impact.
- Analyze program data and document key learnings.
- Prepare reports and high-end presentations to support program review, decision-making, and continuous improvement.

### **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 [scblr.idf@sectoraccess.co.in](mailto:scblr.idf@sectoraccess.co.in) by **July 16, 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 77 039 82477 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.