



**Job Title:** Officer - Programs & Trainings

**Location:** Gwalior, Madhya Pradesh

**Reporting to:** Senior 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.

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The Officer – Programs & Trainings will be responsible for strengthening access to high-quality Comprehensive Abortion Care (CAC) and post-abortion family planning services by building provider capacity, supporting health system strengthening, improving service quality and data use, ensuring commodity availability, and fostering effective collaboration with government stakeholders and communities for improved reproductive health outcomes.

### **Who are we looking for?**

We are looking for a passionate and proactive professional committed to strengthening women's access to quality Comprehensive Abortion Care (CAC) and post-abortion family planning services.

The ideal candidate should:

- Be a graduate/postgraduate in Public Health, Social Work, Nursing, Life Sciences, or a related field.
- Have 2–4 years of experience in public health programs, preferably in reproductive health, maternal health, family planning, or abortion care.
- Have experience working with government health systems and district-level stakeholders.
- Possess strong coordination, training, facilitation, and stakeholder management skills.
- Be comfortable with data analysis, monitoring, documentation, and reporting.
- Be willing to travel extensively within the assigned geography.
- Have proficiency in the local language and working knowledge of Microsoft Office.

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

As an Officer – Programs & Trainings, you will:

- Coordinate with district officials to identify and mobilize untrained CAC providers for capacity-building initiatives.
- Support the planning, implementation, and follow-up of CAC trainings to ensure quality service delivery.
- Strengthen HMIS reporting, data quality, and use of data for program improvement.
- Facilitate availability of CAC and family planning commodities and support supply chain strengthening.

- Strengthen post-abortion family planning counselling, service integration, and referral systems.
- Ensure compliance with national CAC guidelines, legal requirements, and quality-of-care standards.
- Support community awareness and demand-generation activities through engagement with frontline workers and community platforms.
- Conduct monitoring visits, support performance reviews, and document best practices and success stories.
- Collaborate with district and facility teams to strengthen service delivery, infection prevention practices, and budget utilization.

### **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 [hr-india@ipas.org](mailto:hr-india@ipas.org) by **June 30, 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.*

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.