



Job Title: Program Executive

Location: West Bengal

of positions: 6 open positions

Reporting to: Senior Coordinator – 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?

We are looking for proactive and committed individuals who is passionate about improving women's health and access to quality sexual and reproductive health services.

The ideal candidate should:

- Be a graduate with 1-2 years of experience in public health, family planning, maternal health, or community development programs.
- Have a good understanding of government health systems and experience working with health facilities, frontline workers, or government stakeholders.
- Possess strong communication and relationship-building skills.
- Have experience coordinating trainings, meetings, or field-based activities.
- Be organized, detail-oriented, and comfortable with 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?

The responsibilities of the Program Executive include:

1. Work with District Family Planning Nodal Officers and ensure nomination of untrained service providers from the districts for ToTs and further training on Family Planning.
2. Plan, organise, and facilitate sessions for frontline workers on counselling and values clarification.
3. Support mentoring of service providers, DEOs, storekeepers, and ASHAs on record keeping, reporting, and use of HMIS.
4. Ensure distribution of IEC materials /Job aids/tools relevant for facility, service providers and frontline workers at the field level.
5. Coordinate roll-out of community mobilisation activities as per the approved communication plan.
6. Develop and strengthen selected demonstration sites in selected intervention areas as per project guidance and checklists.

7. Support the district in conducting district Family Planning review meetings, identification of gaps and further follow-ups.
8. Support the Senior Coordinator - Programs & Trainings in documenting stories from the field, implementation challenges, innovations, and lessons learned, and share timely updates with Sr Coordinators for review and action.
9. Coordinate with other project staff and local stakeholders to ensure timely implementation, reporting, and visibility of project activities in the assigned district.

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 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.