



Job Title: Senior Coordinator – Programs & Trainings

Location: Malda, 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?

A highly motivated postgraduate in social work, public health, or social sciences with 4 to 6 years of experience in reproductive health sector interventions that work closely with the government. The person should have experience in supervising field program staff, proficiency in MS Office applications, fluency in Bengali and English and the ability to travel extensively across project intervention areas.

The person will be involved in implementing a project to improve choice-based contraceptive uptake in government health facilities in West Bengal. The project is working with the District Health Society and health officials in fourteen intervention districts to build capacity of health staff and improve service provisioning.

What would you be expected to do?

The Senior Coordinator – Programs & Training will support the Specialist – Programs and Trainings to ensure implementation of project interventions as per approved plans to achieve program goals. The responsibilities include:

Supporting program implementation

- Support in planning and conducting the orientation of district health officials on the project.
- Conduct a continuing interaction with district health officials for rolling out training programs and other project initiatives as per approved timelines.
- Work with district health officials to identify master trainers to participate in state-level ToTs.
- Facilitate issuance of relevant orders and guidelines from district health department to strengthen project interventions at the field level.
- Facilitate timely roll-out of district-level training with inclusion of *Values Clarification for Action and Transformation for Family Planning (VCAT)* sessions.

Monitoring and supervision of field staff

- Track program delivery through routine analysis of MIS data.
- Identify gaps and potential areas of improvement through analysis of data and share recommendations with the Specialist – Programs and Trainings.
- Support district health officials for review meetings including analysis of service delivery data, identifying gaps, and facilitating follow-ups.
- Monitor and manage program field staff to ensure program objectives are met.
- Identify the skill gaps among program field staff and provide mentorship and support for on-the-job capacity building.
- Document activities and prepare reports on program status, as necessary.

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.
- Conduct 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 featured among India's Great Mid-size Workplaces for five consecutive years 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 mwb.idf@sectoraccess.co.in by September 8, 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.