Job Title: Specialist – Programs & Trainings
Location: Jaipur, Rajasthan
Reporting to: Senior State 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

Who are we looking for?
The ideal candidate should have experience of reproductive health sector in India, preferably with an understanding of programs related to Comprehensive Abortion Care (CAC). A key focus of the position will be to enhance CAC service quality through provider training, mentoring and monitoring and strengthen HMIS/PCTS systems and review program indicators and outcomes to drive data-informed decision-making.

The position will work directly with the Senior State Director, to develop and implement work plans and ensure that CAC program goals and objectives pertaining to the State are achieved. The candidate would need high levels of proficiency in MS Office and should be willing to travel 50% of the time.

We are looking for a highly motivated professional with a postgraduate degree in social sciences with at least 7 to 10 years of program management experience, preferably with international NGOs/local NGOs/ state governments.

What would you be expected to do?
The Specialist - Programs & Trainings will be responsible to manage the CAC program in Rajasthan and ensure achievement of planned program deliverables. The key responsibilities include:

- **Program planning and implementation** - Plan and implement Comprehensive Abortion Care (CAC) program activities across the state.
- **Liaising with state health department and district health Officials -** Liaise with state and district health officials to integrate CAC within state health strategies and ensure adequate budget allocation and release of funds to districts and training centres.
- **Training and capacity building-** Oversee training of providers on CAC and monitor the quality of trainings. Provide inputs on programmatic aspects on the training content based on emerging program needs.

- **Team management** -Mentor and manage field teams, providing adequate support for the development of annual objectives, monitoring program progress and conducting periodic performance reviews, as may be required.
- **Service quality** -Monitor site and conduct random field visits to the training centers and districts to improve program execution and service delivery through hands-on support and guidance. Analyze workplan indicators and provide timely updates including identifying and developing solutions to address under achievement.
- **Documentation** - Prepare and submit monthly program reports, conduct periodic reviews, share feedback, and support in program planning, development of new proposals, drafting reports etc.
- **Administrative responsibilities**- Manage administrative and logistical operations including training materials and supplies.

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 sptj.idf@sectoraccess.co.in by November 15, 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.