Job Title: Officer - Programs & Trainings
Location: Pune, Maharashtra
Reporting to: Senior Coordinator - Programs & Training

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 professional with a graduate degree and at least two years of experience working in a public health program that works closely with the government will be suited for the role.
The position is responsible to implement a program that is working to strengthen the delivery and quality of Comprehensive Abortion Care (CAC) and Post-Abortion Family Planning (PAFP) services at district and facility levels Experience in coordinating with health officials at the district and block level to roll-out training programs for providers and follow-up with trained providers to facilitate adherence to protocols and maintain consistent service delivery are required for the role. The person should also have experience in building community awareness and documentation of program initiatives. Experience in programs working in the family planning sector or reproductive health sector would be preferred, as well as experience in improving the quality of data reporting at the facility level to strengthen data quality and accuracy. The person should be fluent in Marathi with working knowledge of English and should be willing to travel in multiple districts across Maharashtra up to 16 to 18 days in a month.

What would you be expected to do?
The Officer - Programs & Trainings will be responsible to:

1. **Training Coordination & Implementation**

- Coordinate with district officials to identify and mobilize untrained CAC providers for upcoming trainings.
- Ensure smooth implementation of the CAC training program through active coordination and communication with the CAC training centres.
- Ensure adherence to CAC training protocols.
- Conduct regular virtual follow-ups for consistent service delivery.

2. **Stakeholder Coordination**

- Establish and maintain strong working relationships with District Health Officials and relevant stakeholders.

3. **HMIS, Documentation & Data Quality**

- Work with district authorities and concerned officials, including data managers, to review the status of facility-level documentation and HMIS data entry.
- Ensure accuracy in HMIS data and support improvements in overall data quality and entry processes.
- Strengthen HMIS reporting through virtual orientations and continuous monitoring at facility and district levels.
- Use facility data to identify trends and drive corrective actions.

4. **Service Delivery & Programme Support**

- Ensure availability of commodities and support effective CAC and PAFP implementation through regular reviews.
- Strengthen referral linkages for timely access to CAC services, including complications and second-trimester cases.
- Ensure infection prevention and biomedical waste management practices at service points.
- Document and share best practices and success stories for program learning.

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 **opt.idf@sectoraccess.co.in** by November 15, 2026.

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 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.
- Women candidates are encouraged to apply.