Job Title: Officer – Community Trainings
Location: Bhopal, 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.

Visit us at: www.ipasdevelopmentfoundation.org

Who are we looking for?
Graduate in Social Work, Public Health, Rural Development, or a related field, with at least 2 years of experience in community-based health programs, preferably in family planning, reproductive health, or behavior change communication. The candidate should have experience in community mobilization, supervising and mentoring field teams, and engaging with ASHAs, community leaders, and government stakeholders. Strong coordination, facilitation, and interpersonal skills are essential, along with the ability to monitor field activities, document program progress, and support data-driven decision-making. Willingness to travel extensively within program geographies is required.

What would you be expected to do?
The responsibilities of the Officer – Community Trainings will include:

1. Execution of Program Planning and Implementation
- Execute the planning, implementation, and monitoring of demand generation activities in the assigned geography, ensuring alignment with project goals, donor commitments, and approved workplans.
- Develop and track workplans, targets, and systems for effective implementation, monitoring, reporting, and documentation.
- Support and co-facilitate community engagement activities, including Saas Bahu Sammelans, men's meetings, and newlywed events.

2. Team Leadership and Capacity Building
- Provide leadership, supervision, mentoring, and performance management support to Community Mobilizers.
- Support team members in translating workplans into actionable activities and achieving program targets.

3. Monitoring, Quality Assurance, and Resource Management
- Conduct regular field visits to monitor implementation quality, assess service delivery, identify

challenges, and support corrective actions.
- Ensure the availability, effective utilization, and inventory management of IEC materials, training tools, and other project resources.
- Review program data and performance indicators to track progress, improve quality, and strengthen accountability.

4. Documentation and Knowledge Management
- Document and disseminate best practices, success stories, case studies, and lessons learned to support program improvement and organizational 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 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 e-mail their CV, covering letter (along with current/ last-drawn salary and expected salary) to **ctbm.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 92 050 10963 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.