

Vacancy Announcement

Job Title: Senior Program Manager
Organisation: Population Foundation of India
Location: New Delhi
Duration: One year, with possible extension subject to funding availability
Reports to: Director Programs

About Population Foundation of India (PFI)

The Population Foundation of India (PFI) is a national non-government organization at the forefront of policy advocacy and research on population, health and development issues in the country. Today, PFI leads advocacy efforts and works as a think-tank dedicated to promoting and advocating effective formulation and implementation of gender sensitive population, health and development policies, strategies, and programs in the country. Knowledge Management is one of the organizational strategies to generate the evidences and inform the advocacy efforts of PFI.

Besides implementing projects, PFI has played a significant role in giving grants to Indian non-government organizations. Since its inception, PFI has funded more than 375 projects across the country and continues to make grants focusing on its priority areas. The projects aim to reach the most marginalized, vulnerable and underserved communities, with poor demographic and socio-economic indicators when compared to the rest of the country. Over the years, PFI has played a catalytic role to create an enabling environment for policy advocacy on issues relating to gender equality, women empowerment and other social determinants. PFI is committed to serving the economically weak and marginalized sections of society in the high priority districts (HPDs) with poor socio-health-demographic indicators.

Job Summary

Under the guidance of the Director - Programs, the Senior Program Manager (SPM) will be responsible for devising and implementing the advocacy initiatives and engagement. SPM will be responsible for managing program partnerships, project cycle management, media engagement and development of key advocacy products and tools for increased basket of choice. SPM will also be responsible for the engagement of private partners and donors, will play a critical role in expanding PFI's convening role.

Key Responsibilities

Devising and Implementing the Advocacy and Engagement Strategy

- Identification of potential key opinion leaders (KOLs)
- Engagement with parliamentarians, KOLs and family planning influencers
- Documentation, monitoring and sharing of updates on the progress of the advocacy and engagement strategy
- Analysis of the PQ, debates and media statements on FP by KOLs
- Planning and implementing events with parliamentarians (Retreat, Meetings, and Follow-ups etc.)

Managing Program Partnerships & Project Cycle Management

- Managing partnership and deliverables for MPs engagement partners
- Synchronizing advocacy efforts by sub grantees
- Support the team in managing media partnership and deliverables

- Developing key program reports and documents for submission
- Working with the team to align key activities and timelines based on larger updates

Media Engagement & Events

- Support in planning and implementing activities to engage media persons including media workshops, media relationship building, one-on-one interactions
- Development of media products as per advocacy asks and updates in the external environment
- Planning and implementing of key advocacy events for PFI
- Dissemination and media management for relevant events and updates

Development of Key Advocacy Products, Tools, CSO Sub Granting and ARC

- Vetting of developed products for advocacy
- Dissemination of key products
- Coordinating and synchronizing ARC's efforts to maximize advocacy efforts
- Working to roll out sub grants for effective achievement of advocacy asks (in consultation with Grants team)

Increase and Diversify PFI donor base

Draft / develop concept notes and proposals for potential donors along with other key materials.

Expand PFI's convening role

- Identify opportunities for increasing PFI's convening role
- Identify, assign responsibilities and supervise staff for events hosted by PFI and prepare internal work-plans for events

Any other task given by PFI

To be assigned other tasks mutually agreed with the Director – Program

Required Qualifications, Experience and Skills

Educational Qualification

- Bachelors / Master's degree in social science, public health or related subjects from a reputed educational institution.

Work Experience

- Minimum relevant experience of 7 years in the area of advocacy and capacity building in the development sector.
- Experience in writing or reviewing grant proposals.
- Experience in monitoring and evaluating budgets.
- Understanding of Government health systems at national and state level.
- Well versed on health, women's status, family planning, sexual health and rights, and other related issues.

Skills

- Familiarity with current political, social and economic trends in the region.
- Good analytical skills.
- Ability to work autonomously, efficiently and in a flexible manner within the project team is crucial.
- Good writing and presentation skills.

Other Requirements

- Team player and flexible about the challenges of working in a fast-paced environment with shifting priorities
- Highly organized, with the proven ability to work independently, meet deadlines and maintain consistent attention to detail

How to Apply

Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by October 23, 2017. Please mention the position “**Sr. Program Manager**” in the subject line of your e-mail. Only shortlisted candidate will be contacted.