

## Vacancy Announcement

**Job Title:** Programme Manager  
**Organisation:** Population Foundation of India  
**Location:** New Delhi  
**Duration:** Till June 2018, with possible extension subject to funding availability  
**Reports to:** Joint Director

### **About Population Foundation of India (PFI)**

The Population Foundation of India (PFI) is a national non-government organisation 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.

PFI has been hosting the Advocating Reproductive Choices (ARC) National Secretariat since January 2015. The ARC is a coalition of more than 170 organisations that are committed to advocate for reproductive rights and family planning services in India. It has been active in the country since 2005 and aims to expand contraceptive choices for the Indian population. This it plans to do by widely promoting and making available safe, effective, and high quality contraceptives in the public and private health service delivery system at affordable costs. The coalition also aims to reposition family planning at the national level in the context of maternal health outcomes. It is dedicated to supporting the Government of India to meet its commitments to the FP2020 goals.

### **Job Summary**

The Programme Manager will be responsible for providing support to the National ARC secretariat and the ARC chapters in five states (Bihar, Uttar Pradesh, Jharkhand, Madhya Pradesh and Rajasthan). S/he will be coordinating the initiatives, meetings and advocacy goals of ARC national and state chapters. The incumbent will report to the Joint Director or whosoever assigned.

### **Key Responsibilities**

- Coordinate the efforts of ARC, including development and implementation of the ARC strategic work plan with the ARC members at the National and State Chapters.
- Manage day to day operation of the ARC Coalition.
- Coordinate with PFI team and state consultants to ensure regular communications with ARC members.
- Coordinate with ARC governance, i.e. core committee and general body meeting, including regular meetings as per ARC rules.
- Support the National level ARC members to develop an advocacy strategy, focused on creating a conducive policy, program and funding environment for improving access to quality family planning and an expanded basket of choice and other thematic areas.
- Ensure regular meeting of ARC members, process documentation of ARC events and meetings; Create documentation of ARC strategies, activities and collation's success and lessons learnt.
- Monitor the progress and ensure timely completion of activities as approved in the detailed implementation plan.
- Support the strengthening of ARC state chapters by providing strategic inputs and guidance towards:
  - Developing work plans by identifying strong advocacy issues
  - Building capacity for advocacy of the ARC members through the use of advocacy tools such as the AFP SMART approach

- Providing supportive supervision to ensure the achievement of the identified advocacy goals.
  - Supervising and managing the Sub Grants provided to the State ARC members.
- Support Assist in updating the ARC website to enhance the digital media presence of ARC.
  - Provide relevant information to program, advocacy and communication team at PFI.
  - Identify requirements for research data and educational materials to support the advocacy ASKs for ARC in coordination with the Knowledge Management team.
  - Regular engagement with key influencers for advocacy, along with the advocacy team at PFI.
  - Contribute to resource mobilization for ARC by identifying funding opportunities and contributing content to proposal efforts.
  - Any other work mutually agreed upon with the management from time to time.

### **Required Qualifications, Experience and Skills**

#### **Educational Qualification**

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

#### **Work Experience**

- Relevant experience at least 10 years in planning, supporting and coordinating. Previous experience of working with coalitions would be preferable.
- 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**

- Good coordination and prioritizing skills are essential.
- Good analytical skills.
- Ability to work independently, 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](mailto:hrpfi@populationfoundation.in). Please mention the position "**Program Manager- ARC**" in the subject line of your e-mail. Only shortlisted candidate will be contacted.