

Vacancy Announcement

Job Title: District Program Officer – Advocacy, Communication and Accountability
Organisation: Population Foundation of India
Location: Darbhanga, Bihar
Duration: Upto 31st August 2018; *Can be extended based on donor approval*
Reports to: State Programme Manager - Bihar

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

Currently PFI is seeking application for the position of District Program Officer for coordinating the planning, implementation and management of all activities and interventions under the “Advocacy, Communication and Accountability programme” in close coordination with the District Health Society Darbhanga, State Programme Manager and Senior Programme Manager based in the Delhi Office. The job will also entail providing regular support and guidance to the partners implementing the programme in Darbhanga.

Key Responsibilities

1. Partnership Management:

- To ensure that activities are implemented as per the timeline/ work plan
- Follow up with Partners on Monthly Narrative and financial report.
- Provide regular feedback to the partners for addressing the gaps arising from narrative, financial and field implementation
- Capacity Building of the partner for District level advocacy work through DHS

2. District and Block Planning and Monitoring committee meeting

- Support to DHS in their ongoing family planning programme
- Support the field partners in reviving the DPMC and BPMC
- To ensure that the issues arising from the communities are addressed and proper documentation are maintained by the partners
- Provide hands on training to the NGO partners on the nuances of advocacy at district. How, when, what etc?
- To flag other PFI programme agenda, when asked

3. Community Enquiry through Interactive Voice Response System (IVRS) “mShakti” platform

- To ensure that the community enquiry through IVRS takes place as per the timeline
- To collate findings from the IVRS dashboard and share significant findings with all the stakeholders at district and block with follow up actions
- A copy of the findings to be shared with state programme team for reference

4. Coordination with District health society

- Follow up with district level programme officials on family planning issues
- Support DHS in developing their PIP for family planning

5. Rashtriya Kishor Swasthya Karyakram (RKSK)

- Promoting use of RKSK communication material developed by PFI
- Facilitate ToT for field staff and peer educators

6. Others

- Formation of peer educators for undertaking pilot of communication package
- Facilitating training
- Documenting good practices from the field
- Support in any district level coordination work, either related to programme implementation or organization

Required Qualification, Experience and Skills

Educational Qualification

- Master’s degree in social sciences, public health, development studies or development field

Work Experience

- The applicant must possess a minimum of 4 – 5 years of experience in programme management, advocacy and communication and specially reproductive health and family planning at the district/ state and national level
- Experience in facilitating the capacity building efforts of diverse target groups at the ground, including those in partner organizations;
- Experience of working at state or district level NGO and/or government sector having strong coordination skills for implementing advocacy campaigns
- Experience in soliciting information from individuals of varying socio-economic, ethnic, and linguistic backgrounds
- Sound understanding about the project implementation plan development processes, especially community accountability processes and reproductive health.
- Ability to research, analyze, evaluate and synthesize information
- Strong understanding of development issues

Behavioural Skills

- Problem - solving and self - motivation skills
- Highly organized with the ability to work independently as well as in a team
- Attention to detail
- English-language proficiency (speaking, reading, writing)

How to Apply

Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by April 07, 2018. Please mention the position “**District Program Officer - Darbhanga**” in the subject line of your e-mail. Only shortlisted candidate will be contacted.