

## Vacancy Announcement

<b>Job Title:</b>	<b>Program Manager– Realizing Commitment for Family Planning</b>
<b>Organization:</b>	<b>Population Foundation of India</b>
<b>Location:</b>	<b>New Delhi</b>
<b>Duration:</b>	<b>One year (Full time) and will be extended subject to satisfactory performance and organizational requirement</b>
<b>Reporting to:</b>	<b>Joint Director</b>

### 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. 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. Policy advocacy, social and behaviour change communication, community action and knowledge management are some of the key strategies that PFI works on to achieve the organization's goals.

Over the years, PFI has played a catalytic role to address 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

PFI is implementing a national level advocacy project, which focuses on advocacy with key influencers including policy makers and media to prioritize the Family Planning programme in the Country in line with the Government of India's national and international commitments. PFI is seeking a Programme Manager, who will be responsible for strategizing and implementing the advocacy initiatives to drive change at the national and sub-national level by identifying and engaging with a set of key stakeholders to promote and prioritise family planning within the framework of women's reproductive rights. S/He will be responsible for providing the technical, managerial, monitoring support for the project, besides building and sustaining strong relationships with key opinion leaders (KOLs) and other stakeholders. S/he has to also ensure that the project deliverables are met, strengthen team work and maintain an amicable environment in the office.

### Key Responsibilities

#### **Implementing the advocacy and engagement strategy**

- Support the development of advocacy objectives and operational plans to deliver on programme outcomes as per donor commitments
- Cultivate linkages and lead the engagement with key opinion leaders (KOLs) for advancing issues related to family planning
- Analyze the interactions by the KOLs on FP in various fora including the Parliament/media
- Plan and implement of key advocacy events for Project
- Conduct regular environmental scanning to identify emerging opportunities for advancing advocacy issues
- Keep the organization informed of changes in the policy landscape both national and global which could influence and inform advocacy at national level.

#### **Media Engagement & Events**

- Identify issues for media advocacy in line with the program objectives including placement of articles in media

- Support the planning and implementing activities to engage media persons including media workshops, media relationship building, one-on-one interactions
- Identify issues that could be developed into articles for placement in the media
- Support the team in managing media partnership and deliverables
- Work with the knowledge management team to develop media products as per advocacy asks and updates in the external environment
- Support the planning and dissemination of evidence with KOLs
- Documentation of the project outcomes on advocacy and engagement with KOL
- Develop and disseminate communications and outreach materials such as op-eds, briefs, policy documents, newsletters, infographics, websites, and social media in close cooperation with the Communications department

### **Project Management**

- Support the development of annual work plan and budgets
- Ensure timely deliverables of the programme outcomes in coordination with the team
- Ensure the timely development of monthly and annual reports

**Any other task given by PFI : to be assigned as per need**

### **Required Qualification, Experience and Skills**

#### **Educational Qualification**

Master's degree in social/ behavioral sciences, health or development field from a recognized university.

#### **Work Experience**

5-7 years of experience in advocacy with stakeholders including elected representatives and media at national and sub national level

#### **Skills required**

- Demonstrated knowledge of the context and the policy framework for Family Planning, Sexual and Reproductive Health, population and policy issues programme in India and in the global context
- Familiarity with current political, social and economic trends in the country
- Proven skills in advocacy and negotiation
- Ability to develop and carry out advocacy activities especially with elected representatives and Media
- Ability to assess and translate related data for advocacy with stakeholders
- Excellent proficiency in English and Hindi

#### **Behavioural Skills**

- Ability to work autonomously, efficiently and in a flexible manner within the project team.
- Good Team player and flexible about the challenges of working in a fast-paced environment.
- Ability to prioritize, complete multiple projects and meet deadlines.
- Ability to maintain consistent attention to details.

#### **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) latest by June 10, 2018. Please mention the position "**Program Manager - RCFP**" in the subject line of your e-mail. Only shortlisted candidates will be contacted.