

<b>Job Description:</b>	<b>Project Coordinator</b>	<b>Responsible to:</b>	State Programme Officer / Sr. MIS Coordinator
<b>No. of direct reports:</b>	2	<b>Location</b>	Tonk, Bundi, Karauli and Dungarpur
<b>Duration</b>	1 year	<b>Job Function</b>	Supervision of field team, Strategic Engagement (District)
<b>Purpose:</b>	<b>To ensure effective implementation of the FAYA programme in the districts</b>		
<b>RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Conduct periodic review and assessment of progress achieved against agreed quantitative and qualitative benchmarks assigned by supervisors and team leads.</li> <li>Ensure time-bound, regular and comprehensive data reporting in a systematic manner using specific reporting formats (both field based registers and digitised MIS portal)</li> <li>Monthly submission of qualitative (narrative) and quantitative reports in assigned formats.</li> <li>Use the programmatic dashboard as well as analytical functions on the MIS web-portal to monitor performance</li> <li>Conduct regular field visits to all intervention geographies for random validation of performance, provide hand-holding support and technical guidance to the field teams.</li> <li>Ensure routine visits to Youth Resource Centres established and run at the community level for operationalisation as per defined guidelines.</li> <li>Carry out any other tasks assigned by team leaders.</li> </ul>	<b>COMPETENCIES</b>	<b>REQUIRED SKILLS</b>
<ul style="list-style-type: none"> <li>Responsible for leading implementation of activities as per the work plan selected assigned in intervention village (appx 50 villages) and Gram Panchayats in assigned district(s).</li> <li>Regular and effective coordination and linkages with government officials in concerned departments engaged in implementation of programs related to adolescent health, especially Sexual and Reproductive Health for continuous advocacy for improved Adolescent Health related outcomes in the district.</li> <li>Rapport building and engagement with all concerned stakeholders at the district, block, panchayat, village and health facilities including community leaders, PRI members, school principals and teachers, other community members and representatives.</li> <li>Develop and sustain strong relations with media representatives from major mass and electronic media platforms in the district and below to promote adolescent health related issues and for advocacy.</li> <li>Lead and supervise a team of 8 to 10 members primarily engaged in the delivery of program activities at the community level; plan and monitor progress basis agreed programmatic indicators.</li> </ul>	<p><b>KEY PERFORMANCE INDICATORS</b></p> <ul style="list-style-type: none"> <li>Establishing excellent rapport at the district level (govt. and other stakeholder)</li> <li>Proper and timely internal programmatic reports.</li> <li>Ensure team management</li> </ul>	<ul style="list-style-type: none"> <li><b>Managing team:</b> Efficiently manages the team at the field and the implementation of the programme</li> <li><b>Working together:</b> Successfully manages team and develops team-working skills</li> <li><b>Communication:</b> Communicates effectively and efficiently with internal (district and state teams) and external stakeholders</li> <li><b>Delivering Results:</b> Effectively implement programmatic activities</li> </ul>	<ul style="list-style-type: none"> <li>Essential - Graduate in any discipline with minimum 50% marks. Preferred MSW or Masters in other development fields</li> <li>3-5 years of work experience in development field and in community-based programs in Health / Education / WASH / Nutrition / Women Empowerment / Child Rights and other development fields</li> <li>Excellent communication skills</li> </ul>
<b>How to Apply</b>			
<p>Please send your updated CV with a covering letter describing your suitability for the position to <a href="mailto:hrpfi@populationfoundation.in">hrpfi@populationfoundation.in</a> till Oct 8, 2021. Please mention the position "Project Coordinator" in the subject line of your e- mail. Only shortlisted candidates will be contacted</p>			

## ABOUT 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 behavior 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.

## OUR STRATEGY

Reproductive health and family planning can positively influence and advance the newly laid out Sustainable Development Goals by addressing multiple targets and ushering in an era of development. Access to voluntary family planning has the potential to save lives and help break the cycle of poverty, stabilize population growth and ease the pressure on the environment. It is the most cost-effective development investment.

We believe that health, education and wellbeing of the population is crucial for sustaining just, equitable economic growth and development. For that to happen, change has to happen at three levels – individual, social and systemic or policy levels, ensuring that the country offers a conducive and enabling policy environment for girls and women to claim their rights, agencies of youth to be involved in demanding and supporting efficient and accountable governance and informed policy makers to inspire a vibrant future. PFI will act as a catalyst, a facilitator to offer compelling evidence based scholarship, thought leadership and convention inform, inspire and initiate actions that will contribute to and strengthen our national plans and priorities. We will realize our mission by building leadership and public accountability, influencing social norms, reframing public discourse and collaborating with national and global initiatives in population studies and family planning. We believe that our mission will significantly contribute to India's commitment to achieving Sustainable Development Goals and FP2020 targets.

## OUR VALUES

MUTUAL RESPECT	EQUITY AND JUSTICE
INTEGRITY	WOMEN'S RIGHTS
COURAGE OF CONVICTION	INDEPENDENCE
CORE VALUES	HUMILITY

## OUR MISSION

To advance gender-sensitive, rights based population and family planning policies and actions for a just, equitable and prosperous society.

### STRATEGIC OBJECTIVE 1

To advance family planning and reproductive health as drivers of individual rights

- Girls and women are able to take informed choices for exercising their bodily rights without fear or inhibition
- Young people and women are able to access to high quality and affordable family planning services and reproductive health care

### STRATEGIC OBJECTIVE 2

To position family planning and population measures as critical drivers of sustainable growth and development in India

- Family Planning and women's rights are national priorities that help realize higher growth and sustainable development.
- Strong rights based policies, adequate budgets and efficient public institutions help build and sustain quality of life and wellbeing.

### STRATEGIC OBJECTIVE 3

To ensure family planning and reproductive health becomes drivers of youth leadership for social transformation at scale

- Gender sensitive family planning and reproductive health rights and services form the fulcrum of all social development plans and actions
- Young people, particularly among women, are leading grassroots transformation towards a just and equitable social system

## OUR APPROACH

### ADVOCACY:

Global thought leadership, high quality evidence-based narratives to inform and inspire law makers for comprehensive family planning and reproductive health policies; shaping family planning discourses within sustainable

### BEHAVIOR CHANGE:

Utilize power of technology and new-age media platforms targeted intervention on reproductive health education and gender sensitive behavior, attitudes and practices of the society, particularly young people

### ACCOUNTABILITY:

Promote agency of youth, particularly girls and women, within community led participatory governance initiatives to enhance efficiency and accountability of public systems and delivery services