

Job Description:	Program Administration Officer	Responsible to:	Chief Financial Officer
		Location	Delhi
Duration	1 year	Job Function	Programme Contracting & Administration
Purpose:	To provide administrative support in the management of programmes to ensure its timely and efficient servicing within the organizational policies		
RESPONSIBILITIES		KEY PERFORMANCE INDICATORS	
<p>Project documentation:</p> <ul style="list-style-type: none"> Assist in the preparation of all necessary documentation and approvals related to program activities. Prepare all contracts and agreements including their subsequent extensions/ or supplements and keep a record of the same. Make all arrangements concerning contracts including payment approvals, and submission of reports and other follow-up action. Maintain and file financial records, all program reports for audit and reference purpose. Maintain and regularly update contract / payment tracker so that prompt reports can be submitted to Operations and Programme team for timely action. <p>Project Administrative Management</p> <ul style="list-style-type: none"> Render project administration work including maintenance of files and office records. Invite quotations & RFQs from service providers and vendors. As member of procurement committee, evaluate proposals and submit them with comparison for further approvals. Coordinate for project related workshops/meetings, Designing and printing requirements Prepare and share contract tracker of each program's vendors / service providers. Ensuring all statutory and legal compliances are met for the consultants and service providers and documentation as per audit norms. 		<ul style="list-style-type: none"> Responsible for day-to-day tracking and monitoring of documentation follow-up on critical events& highlight the points with management for timely actions required. Manage project scheduling Ensure compliance with PFI policies, particularly Delegation of authority & Procurement Policy Coordination with state offices for approvals, payment and documentation Coordination between service providers and program team for smooth functioning and timely delivery of the services and payments <p>Other Duties</p> <ul style="list-style-type: none"> Receive all Project related communications and coordinate with concerned officials. Responsible for regular tracking and monitoring of documentation and follow-up on critical events. Assist the Admin team in issue of POs and Annual Service agreements for various vendors Coordination with service providers for printing and other promotional material Payment to the final completion of work as per agreement. Any other work assigned by PFI 	
		COMPETENCIES	
		<p>Working together:</p> <ul style="list-style-type: none"> Team player and works closely within the team as well as with cross functional teams. <p>Communication Skills:</p> <ul style="list-style-type: none"> Excellent written and verbal skills to network <p>Responsiveness:</p> <ul style="list-style-type: none"> Understands the demands of organization needs and can identify and respond to urgent tasks <p>Willingness to Learn:</p> <ul style="list-style-type: none"> Continuously works towards improving professional competence by acquiring new skills <p>Delivering Results:</p> <ul style="list-style-type: none"> Is goal oriented and takes initiative in identifying alternate methods to ensure high quality results. <p>Adaptability and Initiative:</p> <ul style="list-style-type: none"> Quickly adapts to organizational demands and is open to take new challenges <p>Adherence to Policies:</p> <ul style="list-style-type: none"> Abides by organisational norms and policies all the time 	
		REQUIRED SKILLS	
		<ul style="list-style-type: none"> Minimum Graduation Degree from a reputed educational institution. Experience of at least 5 years in Programme Administration / Administration Excellent communication skills Good coordination & prioritizing skills 	
		How to Apply	
		<p>Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in till Oct 31, 2021. Please mention the position "Program Administration Officer" 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