

Job Description:	Programme Officer	Responsible to:	State Head
No. of direct reports:	-	Location	Patna
Duration	1 year with possibility to extend	Job Function	Programme implementation support
Purpose:	To provide support in implementing projects in the state of Bihar		
RESPONSIBILITIES	KEY PERFORMANCE INDICATORS	COMPETENCIES	REQUIRED SKILLS
<p>Support programme implementation in Bihar</p> <ul style="list-style-type: none"> Keep track of project activities, deliverables and timelines. Organise internal meetings, preparing minutes and following up on action points. Organise workshops, meetings, webinars at the state and district levels. Coordination and follow ups with the different govt. departments, development partners and civil society organisations Undertake field visits to support activities in the implementation districts Collation and analysis of field level data. <p>Program support functions</p> <ul style="list-style-type: none"> Ensure timely submission and reimbursements of project expenditure in coordination with the Programme Management Unit. Maintenance and upkeep of the state office. Vendor empanelment and management. Other tasks assigned from time to time 	<ul style="list-style-type: none"> Timely implementation of project activities Events and meetings organised Monthly and Quarterly meetings organised Field visits undertaken Timely processing and reimbursement of expenditures Record keeping 	<ul style="list-style-type: none"> Working together: Successfully manages team and develops team-working skills Communication: Communicates effectively and efficiently with own team as well as program team members. Networking Skills: Has the ability to network and build relationships with all the stakeholders, partners, govt. agencies and other team members within the organisation Analytical and reporting Skills: Collects data, analyses and comes up with a report that is evidence based and complying to highest quality standards. Result Orientation: Continuously strives to perform better in a fast paced environment and provides excellent results within timelines 	<ul style="list-style-type: none"> Masters with two – three years’ experience of working in the development sector on health issues Excellent quantitative and qualitative skills Experience in MEL, research and documentation IT literate (MS-Office, SPSS, Stata etc.) Fluency in written and spoken English and Hindi <p>HOW TO APPLY</p> <p>Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by January 16, 2022. Please mention the position “Programme Officer Patna” 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