

## Annexure- 2: Job Description

<b>Job Description:</b>	Senior State Programme Manager	<b>Reporting to</b>	Director Programmes
<b>No. of direct reports:</b>	6-7	<b>Location</b>	Patna
<b>Duration</b>	Two years	<b>Job Function</b>	Program Management
<b>Purpose:</b>	<p>Population Foundation of India (PFI) has a three-year Memorandum of Understanding (MoU) with the State Health Society Bihar (SHSB), Department of Health to provide technical support to strengthen and scale up interventions on community action for health, reproductive health and family planning, social behavior change communication and adolescent health. We currently work in 12 districts, 161 blocks and approximately 13,500 villages across Bihar.</p> <p>The Senior State Program Manager will be responsible for leading PFI's state initiatives including delivery of donor funded projects and deepening PFI's footprint in the state.</p>		
RESPONSIBILITIES		COMPETENCIES	
<p><b>Program Management</b></p> <ul style="list-style-type: none"> <li>Planning, delivery and implementing PFI's work around women's rights, adolescent sexual and reproductive health, family planning, etc. as per PFI's strategic mission and specific project objectives in the state.</li> <li>Seek opportunities to collaborate with partners in the state for PFI programs and explore fundraising opportunities.</li> <li>Engagement with senior government officials at different levels leveraging PFIs experience and expertise.</li> <li>Maintain and strengthen partnerships with key stakeholders especially with Departments of Health and Family Welfare, Social Welfare, Panchayati Raj, Women's Development Corporation, Jeevika etc.</li> <li>Partnership management, including grants to partners and their capacity building.</li> <li>Ensuring timely delivery and quality in the preparation of reports, PowerPoint presentations, including reports from the field for a range of audiences and stakeholders.</li> <li>Provide direction and guidance to youth champions, community volunteers.</li> <li>Overall responsibility for managing the state office at Patna.</li> <li>Represent PFI in various forums, as and when required.</li> </ul> <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>Manage and inspire the state and districts teams within a high-performance culture and principled leadership style.</li> <li>Develop yearly goal setting for state team, and conduct mid-year &amp; annual appraisals.</li> <li>Maintain excellent relationships with relevant HQ teams.</li> </ul>	<p><b>Program Operations</b></p> <ul style="list-style-type: none"> <li>Review of monthly financial reports of programs to track progress and variance</li> <li>Review of project budgets and reports on an annual basis to track expenses vis-à-vis budget.</li> <li>Ensure that all expenditure in the state office are in compliance with the program budget and organisational policies</li> <li>Facilitate agreements and monitor activities of vendors, sub-contractors, in coordination with the finance team.</li> <li>Supervise monthly office running and expenses.</li> </ul> <p><b>KEY PERFORMANCE INDICATORS</b></p> <ul style="list-style-type: none"> <li>Ensure efficiency and effectiveness of projects/programs in the state, ensuring highest quality in reporting, compliance and relationships.</li> <li>Specific deliverables include, among others: <ul style="list-style-type: none"> <li>Ensure timely delivery of projects/ commitments.</li> <li>Build and maintain excellent relationships, especially with senior decision makers in the government.</li> <li>Coordination with development partners and civil society organisations, Advocating Reproductive Choices (ARC) members.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Leadership:</b> Reviews and provides direction and support to build and sustain the program team; provides practical solutions to the team</li> <li><b>Advocacy:</b> Proven advocacy skills, including having excellent relationship with government and political stakeholders in the state</li> <li><b>Working together:</b> Successfully works with all the stakeholders, partners, govt. agencies and with own team to build overall efficiency and effectiveness</li> <li><b>Communication &amp; influencing:</b> Builds mutually beneficial alliances and networks at various levels within and outside PFI</li> <li><b>Striving for excellence:</b> Manages team and programme milestones to deliver high quality results within timelines.</li> <li><b>Managing People:</b> Builds a highly motivated team that meets program objectives; ensures that the team works efficiently with other teams in a fast-paced environment</li> <li><b>Financial Diligence:</b> Has an ability to develop, manage and control budgets and use financial information to inform program decisions.</li> </ul>	<p><b>REQUIRED SKILLS</b></p> <ul style="list-style-type: none"> <li>Proven programme management experience.</li> <li>Excellent communication and representation skills.</li> <li>Strong political awareness and sensitivity.</li> <li>In-depth experience building and delivering field projects and campaigns.</li> <li>Excellent people management skills.</li> <li>Experience of financial management, including budget management.</li> <li>Commitment for inclusion and diversity.</li> <li>Proficient in MS Office</li> <li>Fluency in written and spoken English and Hindi.</li> </ul> <p><b>HOW TO APPLY</b></p> <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> latest by January 24, 2022. Please mention the position "<b>Senior State Programme Manager(Bihar)</b>" in the subject line of your e-mail. Only shortlisted candidates will be contacted</p>

## **Annexure- 2: Job Description**

### **ABOUT POPULATION FOUNDATION OF INDIA**

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 FP2030 targets.

### **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 high 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**

#### **STRATEGIC ENGAGEMENT:**

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