

<b>Job Description:</b>	<b>Senior Specialist Youth and Adolescence</b>	<b>Responsible to:</b>	Lead Policy and Programme
<b>No. of direct reports:</b>	--	<b>Location</b>	New Delhi
<b>Duration</b>		<b>Job Function</b>	Projects Management
<b>Purpose:</b>	Strategic Engagement and Technical Support		
<b>KEY PERFORMANCE INDICATORS</b>	<b>SPECIFIC RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Work with the communications team in facilitating the implementation of the media engagement plan</li> <li>Any other task that may be assigned from time to time.</li> </ul>	<b>COMPETENCIES</b>
<ul style="list-style-type: none"> <li>Provide technical support and guidance to all adolescent related initiatives</li> <li>Provide strategic support to teams at the headquarter and state office in developing detailed work plans and annual plans on the youth and adolescence components of their work</li> <li>Provide technical support to communications and technology teams on content development related to youth and adolescents</li> <li>Provide technical inputs to the conceptualisation of any resource (job aids/briefs/ handouts/ training modules etc) developed for youth and adolescence</li> <li>Provide technical inputs to reports, documents, the scope of work, and presentations on youth and adolescence for the donor, government, and other external meetings</li> <li>Capacity building of staff and partners on advocacy on issues related to adolescent health and well-being</li> <li>Work closely with the Sr. Lead/Lead Policy and Programmes in identifying strategies for the organization to expand the work by supporting resource mobilization.</li> <li>Support in proposal/concept note development centered on youth and adolescence.</li> </ul>	<p>Primary responsibilities</p> <ul style="list-style-type: none"> <li>Lead national level initiatives on Strategic Engagement in adolescent health and well-being and Comprehensive Sexuality Education (CSE)</li> <li>Ensure quality and timely delivery of commitments</li> <li>Organise and lead catch-up calls/meetings with project partners</li> <li>Coordinate with the Finance team to keep track of the project budget and vendor payments</li> <li>Facilitate and participate in meetings with external stakeholders</li> <li>Manage project partnerships and contracts with partners</li> <li>Track project progress as per the work plan and prepare progress reports for different audiences including the donor</li> <li>Represent, share and expand PFI's work under Youth and Adolescence in external events, workshops and conferences</li> <li>Provide technical guidance and support in developing large scale strategy on adolescent health and wellbeing</li> <li>Establish, maintain and strengthen relationships with government officials in various departments and ministries relevant to the project</li> <li>Work with the Knowledge Management team towards developing knowledge products, and key messages for media engagement</li> </ul>	<ul style="list-style-type: none"> <li><b>Working together:</b> Is a team player and works closely within the team as well as with cross-functional teams</li> <li><b>Communication Skills:</b> Excellent written and verbal skills</li> <li><b>Delivering Results:</b> Has a keen eye for detail, schedules and delivery deadlines.</li> <li><b>Willingness to Learn:</b> Continuously works towards improving professional competence by acquiring new skills</li> <li><b>Adaptability and Initiative:</b> Quickly adapt to organizational demands and is open to take new challenges</li> <li><b>Analytical Skills:</b> Ability to research, collate data and analyze</li> <li><b>Adherence to Policies:</b> Abides by organisational norms and policies all the time</li> </ul>	
			<b>REQUIRED SKILLS</b>
			<ul style="list-style-type: none"> <li>Previous experience of 10 – 12 years working in the Non-profit sector with a minimum of three-four years of experience leading programmes at the national level</li> <li>Prior experience working in Sexual Reproductive Health and Rights including CSE projects</li> <li>Proficiency in MS Office</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> latest by 15<sup>th</sup> January 2023.</p> <p>Please mention the position “<b>Senior Specialist Youth and Adolescence</b>” in the subject line of your e-mail. Only shortlisted candidates will be contacted.</p>