

<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												
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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> </td> <td> <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 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