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| <b>Job Description:</b>  | Specialist - Youth and Adolescence   | <b>Responsible to :</b>  | Lead Policy and Programmes  |
| <b>No. of direct reports:</b>  | --   | <b>Location</b>  | New Delhi   |
| <b>Duration</b>  | 2 years  | <b>Job Function</b>  | Project Management  |
| <b>Purpose:</b>  | Strategic Engagement and Technical Support   |  |   |
| <b>RESPONSIBILITIES</b>  | <b>KEY PERFORMANCE INDICATORS</b>  | <b>COMPETENCIES</b>  | <b>REQUIRED SKILLS</b>  |
| <ul style="list-style-type: none"> <li>• Primary responsibilities</li> <li>• Support national and state level 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>• 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>• 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>• Support the development of reports, documents, the scope of work, proposals, concept notes and presentations on youth and adolescence for different stakeholders</li> </ul> | <ul style="list-style-type: none"> <li>• Working together: Is a team player and works closely within the team as well as with cross-functional teams</li> <li>• Communication Skills: Excellent written and verbal skills</li> <li>• Delivering Results: Has a keen eye for detail, schedules and delivery deadlines.</li> <li>• Willingness to Learn: Continuously works towards improving professional competence by acquiring new skills</li> <li>• Adaptability and Initiative: Quickly adapt to organizational demands and is open to take new challenges</li> <li>• Analytical Skills: Ability to research, collate data and analyze</li> <li>• Adherence to Policies: Abides by organisational norms and policies all the time</li> </ul> | <ul style="list-style-type: none"> <li>• Minimum 5-7 years in the Non-profit sector with a minimum of three-four years of experience of working with a youth organization</li> <li>• Prior experience working in Sexual Reproductive Health and Rights including CSE projects is preferred</li> <li>• Proficiency in MS Office</li> </ul>   |
|  |  |  | <b>HOW TO APPLY</b><br>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 September 25, 2022. Please mention the position " <b>Specialist Youth and Adolescence</b> " in the subject line of your e-mail. Only shortlisted candidates will be contacted. |



- Any other task that may be assigned from time to time

#### 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