

Job Description:	Manager –Information Technology	Responsible to:	Lead- Technology & Communications
No. of direct reports:	1-2	Location	New Delhi
Duration	2 years	Job Function	Information Technology
Purpose:	To be responsible for implementing and managing Knowledge Hub (), a digital resource center for adolescents and overall IT infrastructure of the organization		
RESPONSIBILITIES			
Program Management			
<ul style="list-style-type: none"> To identify and work with technical and operational vendor partner(s) for managing and maintaining the knowledge hub (Educately) Identify and partner with relevant online education platforms to offer knowledge content to the larger audiences Strong exposure in Programming languages not limiting to PHP, MySQL, and other modern coding techniques. Should have also experience in overseeing IT Infrastructure. Work with partners/donors to ensure delivery of the programmes as proposed. Preparing donor reports as required. To ensure government buy-in and participation/partnership To ensure aggressive communication for wider acceptance and use of the Hub, to attract maximum traffic through visitors and users of data Support state teams in the implementation and rollout of the program offered through knowledge hub including support in proposal, presentation, orientation and regular program reporting Get the new features developed for web portal, mobile and analytics dashboard as and when required Develop a clear sustainability and scale up plan with national, regional and global aspirations Ensure process documentation as key learning experience Represent PFI to share knowledge hub experience as and when required 	<p>various tools for internal organizational processes for improving operational efficiency and performance efficiency of the employees.</p> <ul style="list-style-type: none"> Any other IT support required by the Senior Management from time to time. 	<ul style="list-style-type: none"> Develop a scale up and sustainability plan to raise additional resources 	<ul style="list-style-type: none"> Envisioning: Ability to think big, design and build scalable and sustainable ideas and plans
KEY PERFORMANCE INDICATORS			
	<ul style="list-style-type: none"> Identify technical and operational partners for the Hub Identify data/information contributing partners, develop MOUs Ensure efficient and diligent promotion prior to launch, including media coverage Ensure 100% uptime of the knowledge hub portal Ensure proper coordination and operations of the hub Ensure timely reporting to partners and donors Build multiple data partnership under the aggregator model Be responsible for overall quality, data credibility, risk management of the Hub 	COMPETENCIES <ul style="list-style-type: none"> Resource Centre: Should have experience and understanding of designing and/or managing digital knowledge hub and conceptual clarity on aggregator models. ARSH: Has experience and understanding of Family Planning, Adolescent Health, Women’s Rights etc. Working together: Successfully works with all the stakeholders, partners, govt. agencies to build an efficient system Excellent IT Knowledge: Excellent IT skills and knowledge of navigations tools for identification and coordination with Digital Partner Striving for excellence: Manages team and program milestones to deliver high quality results within timelines and as per donor requirements Financial Diligence: Has an ability to develop, manage and control budgets and use financial information to inform program decisions 	REQUIRED SKILLS <ul style="list-style-type: none"> Excellent understanding of Digital platform and tools associated with interactive & user friendly web portal development and IT solutions Practical experience of building youth-sensitive advocacy contents and campaign. Experience in designing and managing web tools, or online resource centres Experience of financial management, including budgeting, and active budget management. Excellent vendor management skills. Fluency in written and spoken English & Hindi will be an added advantage
HOW TO APPLY			
Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by 30 th January 2023.			
Please mention the position “ Manager – Information Technology ” in the subject line of your e-mail. Only shortlisted candidates will be contacted.			

<ul style="list-style-type: none"> • Mobilize resources for scale up and sustainability of the Hub. • Link the Hub to other verticals and PFI objectives • Besides the Knowledge Hub Program, this position will also be responsible for supporting other Digital Initiatives of PFI and managing overall IT infrastructure of the organization, developing 			
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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 FP2020 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 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



OUR VALUES

MUTUAL RESPECT	EQUITY AND JUSTICE
INTEGRITY	WOMEN'S RIGHTS
COURAGE OF CONVICTION	INDEPENDENCE
CORE VALUES	HUMILITY

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