

Job Description:	Program Manager	Reporting to:	Associate Lead and State Head, Uttar Pradesh
No. of direct reports:	4	Location	Bahraich , Uttar Pradesh
Duration	3 Years, extendable annually based on performance	Job Function	Program Management
Purpose:	Coordinate overall implementation of Population Foundation of India's project in Bahraich district, Uttar Pradesh		
RESPONSIBILITIES 1. Capacity building of project staff, community champions and frontline health workers <ul style="list-style-type: none"> Coordinate with the state and national office for developing resource materials and facilitating trainings for staff and community champions Prepare training calendars and monitor execution of training sessions, social behaviour change communication (SBCC) campaigns Conduct assessments to gauge learning and identify topics that need specific emphasis Regular mentoring and support to project staff and community champions 2. Liaison with government officials at district and block levels <ul style="list-style-type: none"> Representation of field issues at the District Health Society (DHS) meeting Organization of quarterly block coordination group meetings, follow up on action points Regular interactions with district and block officials for planning and execution of project activities Regular feedback on availability and quality of reproductive health and family planning services Share outcomes with district officials to create a buy-in for scaling up 3. Monitoring and reporting <ul style="list-style-type: none"> Plan and regularly monitor implementation of project activities in the field Assist agencies in conducting baseline, mid-term and impact assessments Prepare updates and compile data for donor reporting Document and share good practices 		KEY PERFORMANCE INDICATORS <ul style="list-style-type: none"> Project implementation plan is executed as per timelines and with requisite quality parameters Capacity building plan and modules for different stakeholders developed and trainings organized District working group and block coordination committees established in year 1; regular meetings being held and attention given to resolving issues related to FP demand, supplies and services FP supplies and services available in at least 80% VHSNDs At least 80% ASHAs and 60% VHSNCs are actively engaged in addressing bottlenecks to FP demand and uptake of FP services FP Champions are identified, trained and at least 70% champions contribute actively to promoting demand and uptake of FP services in the community Project MIS, M&E and qualitative documentation reflect incremental progress and achievement of committed outcomes SAM project in Jarwal block shows increased FP acceptance from baseline 	
4. Programme Management <ul style="list-style-type: none"> Direct supervision of Field Officers Motivate team to perform Organize bi- monthly and monthly staff meeting to take stock of implementation, planning and providing feedback Coordinate with the state office for guidance and support; maintain high degree of responsiveness towards supervisor and colleagues across PFI offices; coordinate requisite support, meetings, inputs and approvals. Ensure appropriate management of financial resources- adherence to project budget and organizational norms 5. Support to the Save a Mother (SAM) team in Jarwal block <ul style="list-style-type: none"> Attend monthly meetings to review implementation and provide necessary support Coordinate with state office to address issues that need attention Review project reports, MIS data and provide feedback Support coordination with block and district level government officials 6. Other responsibilities <ul style="list-style-type: none"> Maintain a high degree of motivation among project staff and volunteers Provide overall trouble shooting support; ensure achievements of project objectives Maintain a high degree of responsiveness towards supervisor and colleagues across PFI offices; coordinate requisite support, meetings, inputs and approvals. 		Result Orientation: Manages program milestones to deliver results within timelines and as per committed outcomes REQUIRED SKILLS <ul style="list-style-type: none"> At least 8-10 years of experience of working on health issues, preferably related to reproductive /women's health/FP Experience of working with communities, CSOs/NGOs on the ground Ability to work in a team. Experience of supervising a field based team will be an added advantage Excellent communication and representational skills Analytical and Reporting Skills: Is able to review data, analyze information and develop well written evidence based reports IT literate (MS Office Suite) Fluency in written and spoken English and Hindi 	
		COMPETENCIES <ul style="list-style-type: none"> Leadership: Demonstrates ability to successfully mentor the FOs and set up efficient team and work systems Networking Skills: Possesses ability to engage people and build relationships across a wide range of stakeholders - partners, CSOs, govt. agencies Striving for excellence: Continuously strives to perform better and with the highest quality reflected in planning, implementation and reporting. 	
		HOW TO APPLY Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by 20 th February 2023. Please mention the position " Program Manager " in the subject line of your e-mail. Only shortlisted candidates will be contacted.	