



**POPULATION SERVICES INTERNATIONAL, INDIA
JOB DESCRIPTION**

TITLE: Field Program Coordinator

NUMBER OF POSITIONS & LOCATION: Twenty-two at various locations in Bihar state

DEPARTMENT: Programs

REPORTS TO: Manager-Program Implementation

SUPERVISES: None

GRADE LEVEL: F

CATEGORY: Program Operations

OPEN DATE: 10 Jan 2023

CLOSE DATE: 10 Feb 2023

Email ID: careers@psi.org.in

PSI INDIA is a non-profit, nongovernmental organization dedicated to improve life for SARITA in India, particularly the improvement of reproductive and sexual health, improved services for the health of mothers and children, sustainable sanitation solutions for cities and slums. PSI was incorporated in 1980 under the India Societies Act of 1860 and began implementing full-scale activities in 1988. Over the past thirty-three years, PSI India has collaborated with the Government of India and a number of donors to implement various programs towards increasing the use of modern contraception for family planning, to provide products and services for the health of mothers and children and to decrease the spread of HIV/AIDS and TB. For more information, please visit www.psi.org.in

About the Program:

PSI India with support from Partner Agency in Bihar will scaling up proven high impact approaches for family planning to improve the family planning and contraceptive services across Bihar. It strengthens district level health systems to improve health services and end preventable child and maternal deaths among the vulnerable population in the districts. Through the partnership and support from PSI India, the program will deliver to rapidly scale up high impact practices (HIP's) to bridge demand, enabling and supply gaps in reproductive health among urban poor in India. Districts will progress through the four stage model (Start up, Surge, Pre-graduation and Post-graduation), based on tenets of creating sustainable impact at scale of family planning best practices through health system strengthening in a cost efficient way, through the "Lead, Assist, Observe and Sustain" coaching model . The program goal and strategic objective is to reduce preventable maternal, new-born and child deaths among the urban poor by increasing the use of modern contraceptive methods among married women, 15-49 years of age, with

special focus on adolescents and youth, First Time Parents and improving the coverage and quality of evidence-based reproductive, maternal, new-born and adolescent health interventions. The program will capitalize the private sector and facilitate the development of private/public partnerships to increase Family Planning (FP) services in urban communities.

A. POSITION PURPOSE:

To facilitate Manager-Program Implementation in completing the 2 BY 2 matrix for all the Asha's in their area and also coordination at all the UPHC level in the city and to ensure the implementation of Fixed Day services at the Government as well as Private sector providers for Family Planning. S/He will work closely with ANM/ASHA and Manager-Program Implementation to ensure the implementation of the demand generation activities. S/he will also be responsible for organizing the joint meeting for the private providers with Government officials to improve the referral services of Family Planning services at accredited facilities. S/he will support the City Implementation Lead for all MIS of UPHCs and City health facilities and ensure the timely data collection and submission in the HMIS. S/he will also be responsible for the documentation at the city level will ensure that all the relevant forms are filled and submitted in time by the UPHCs with help of UPHC staff.

B. DUTIES AND RESPONSIBILITIES:

System Strengthening & Innovations

1. Strengthen and facilitate the Fixed Day static (FDS) services at government and private facilities
2. Facilitate the private sector engagement in FP
3. Ensure the FDS calendar is circulated to all the ASHA/ANM and is displayed at all the facilities.
4. Facilitate the Capacity Building efforts on FP for ASHA/ANM and providers.
5. Facilitate the implementation of High Impact Interventions already budgeted in PIP.
6. Facilitate/Demonstrate the High Impact Interventions not budgeted in PIP through.
7. Facilitate the Manager-Program Implementation for organizing the DQAC meeting at City level.
8. Support the Manager-Program Implementation in facilitating the tool kit implementation in the City
9. Support the Manager-Program Implementation and Facilitate the city plans (PIP)
10. Ensuring the FP services through universalization of Urban health and nutrition days (UHND)/Outreach Camps (ORC).
11. Facilitation of data management system for FP at City level.
12. Facilitate the orientation of Data persons at UPHCs.
13. Facilitate the availability of supplies at all the UPHCs and ensure the facility readiness.

Demand Generation

1. Ensure completion of 2 BY 2 matrix for all the Asha's in their area.
2. Working with ANM/ASHA to facilitate demand aggregation
3. Update the ANM/ASHA on the time to time FP guidelines by the Government.

4. Work closely with the Public/Private health facilities for the timely services to the referrals and ensure quality services.
5. Facilitate the process of FDS Calendar for the UPHCs.
6. Support the ANM/ASHA in the Micro planning of Urban health and nutrition days (UHND)/Outreach Camps (ORC)
7. Ensure FP services referrals through universalization of Urban health and nutrition days (UHND)/Outreach Camps (ORC) and tracking of the services
8. Facilitate the ANM/ASHA in maintaining the eligible couples Due list for Family Planning
9. Coach and mentor ANM/ASHA to counsel FTP during their HH visit and ensure that potential FTPs are mobilized by ANM/ASHA to UPHC on FDS to accept methods of their choice
10. Coach OICs of UPHCs to conduct FAHD on defined days to cater SRH services/counselling to unmarried adolescents
11. Facilitate in implementation of the budgeted demand generation activities.
12. Facilitate the monitoring and supportive supervision of ASHAs
13. Assist Manager-Program Implementation in the overall achievement of the program deliverables.
14. Any other tasks assigned time to time by supervisor.

C. QUALIFICATION AND EXPERIENCE:

1. Post Graduate with 1-3 years of relevant experience & Graduate with min 3-5 years of relevant experience.

D. DESIRED SKILLS:

1. Eagerness to learn.
2. Leadership ability, including the capacity to set and manage accountability of self and others.
3. Ability to communicate clearly and concisely, orally and in writing in English and Hindi and to make effective presentations to the communication team.
4. Computer skills.
5. Ability and willingness to travel extensively in rural areas.

E. COMPETENCIES:

1. **Drive Change and Innovation:** act with urgency for continuous improvement and with a bias towards action; promote development of breakthrough solutions; embrace and advocate innovations that improve results; aggressively promotes the need for breakthrough improvements
2. **Develop Others:** give people challenging assignments to develop their capabilities; provide timely coaching, instruction and feedback, create an environment where failure is seen as an opportunity to learn; Coaches others and helps them develop their knowledge and skills; Give people authority to make decisions
3. **Act with Long term Perspective:** take actions today to build a strong foundation for future success; identify and take advantage of emerging opportunities; keep PSI India's longterm



goals in mind when addressing short-term issues and problems. Identifies and acts to create organizational capability needed to meet future organizational goals.

4. **Manage Complexity:** clarify issues in complex or ambiguous situations; balance competing priorities or goals; manage effectively in matrix organization; make timely decisions using available facts in ambiguous situations; make sense of inconsistent data; Keeps focused on key objectives and results when addressing the details of a situation.
5. **Influence Decisions & Actions:** build support for recommendations and decisions; find common ground and mutual benefits to gain agreement and commitment; show enthusiasm, excitement and passion for goals. identifies and communicates benefits to get agreement.

PSI India is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability