



**POPULATION SERVICES INTERNATIONAL, INDIA
JOB DESCRIPTION**

TITLE: Manager-Documentation

NUMBER OF POSITIONS: One (1)

LOCATION: Agra, Uttar Pradesh

DEPARTMENT: Program Support & Development

REPORTS TO: General Manager-Program Implementation

SUPERVISES: None

GRADE LEVEL: D

CATEGORY: Program Support & Management

LAST DATE TO APPLY: 25th July 2023

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 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:

The Project Universal Access to Quality (UAQ) Contraception, building on a previous investment called Expanded Access and Quality to broaden method choice (EAQ) will apply a Total Market Approach (TMA) for comprehensive, client-centric, consumer-powered FP which places choices in the hands of the consumer with a focus on youth and low-income clients. By this, the project aims to empower clients who desire to delay or space their pregnancies to choose and use the method of their choice.

A. POSITION PURPOSE:

The Manager - Documentation will be responsible for process documentation of UAQ project activities undertaken at national, state and city level. She/he will be capturing best practices and lessons learnt to respond to learning agenda. She/he will work closely with State Implementation Lead (UAQ program) to create knowledge products and package for different audience, and plan dissemination activities. She/he will also support M&E team in planning and overseeing qualitative studies proposed under UAQ.



B. DUTIES AND RESPONSIBILITIES:

- Document best practices / case studies / human interest stories/ lessons learned at city, state and national levels
- Acquire, database and compile, all relevant statistical data and authoritative Monthly, Quarterly, Annual and other reports on the project cities and themes; update this data-bank through reliable contacts and links
- Detail learning agenda, plan timeline, data flow and manage its roll-out
- Support in developing and conducting qualitative research
- Prepare context analysis write-ups for use in various kinds of reports and proposals
- Support in packaging knowledge products in a variety of ways for distribution to a broader range of audience.
- Contribute to development of fact sheets, newsletters, and web content for advocacy with publicprivate sector for projects and programs
- Respond to ad hoc requests for articles or short summaries of achievements, developing power point presentations.

C. QUALIFICATION AND EXPERIENCE:

- Post Graduate in social sciences or related fields with minimum 5-8 years of relevant experience.
- Minimum of two years' experience in documentation is essential in development sector, preferably on maternal health/reproductive health/family planning/STI RTIs.
- Exposure to health sector Private and Public particularly in family planning and maternal Health will be preferred.

D. SKILLS:

1. Desire to contribute to improved public health in India
2. Strong planning and organizing skills
3. A keen eye and curiosity for information
4. Understanding of public and private health systems in India.
5. Excellent communication skills (verbal & written) in English & Hindi.
6. Good computer skills especially with excellent web research skills.
7. Highest integrity, maturity and professionalism
8. Strong conceptualization and analytical skills and ability to synthesize complex material.
9. Ability to work independently and under deadlines and take initiative and be innovative
10. Ability to multi-task.
11. Attentiveness to detail.
12. Good computer skills especially MS-Word, Excel, PowerPoint and ability to quickly learn new technology.



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. Customer Service Orientation:** see PSI from the client's point of view; keep client needs paramount when making decisions and taking action; think beyond current client base; understand the forces that impact PSI, those we serve and those we could serve in the future. (Client refers to all internal/external stakeholders and customers. This should be more clearly defined by manager and employee, as appropriate. Works closely with the people PSI serves to find out what they value the most.
- 3. Communicate & Share Information:** share information people need to make decisions or avoid problems; keep people informed about all issues that may affect them. Communicates clearly, concisely and to the point. Keeps people informed on a timely basis of change, key events and decisions that may affect them.
- 4. Understand Donor & Development Perspective:** see PSI from the donor point of view; understand the market forces that impact PSI; understand current donor strategy and where it is likely to lead in the future. Invests time to understand the donor's priorities, procedures and systems.
- 5. Technical Expertise:** should possess the technical skills required to be able to successfully lead the role.

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