



**POPULATION SERVICES INTERNATIONAL, INDIA**  
**JOB DESCRIPTION**

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**TITLE:** Manager - Program Implementation

**NUMBER OF POSITIONS:** 1 (One )

**LOCATION:** Farrukhabad /any other city in Uttar Pradesh

**DEPARTMENT:** Programs

**REPORTS TO:** Senior Manager - Program Implementation

**SUPERVISES:** Field Program Coordinator

**GRADE LEVEL:** D

**POSITION CATEGORY:** Program Operations

**Date** - 11 October 2023

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*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](http://www.psi.org.in).*

**POSITION PURPOSE:**

We are looking for an experienced professional working in the area of Public Health with experience of Family Planning to support government/stakeholders for program implementation in the assigned geography in order to extend the benefits of public health services to the underserved community.

**A. DUTIES AND RESPONSIBILITIES:**

- Work intensively to implement the program activities and sustained the results in assigned city.
- Coaching and mentoring of providers and other stakeholders on various HIIs including Fixed Day Services(FDS) for family planning in the city so that the maximum number of clients can avail FP methods of their choice.
- Work closely with government officials to support them as master coach to build the capacity of service providers and community health workers.

- Support city officials in understanding the key findings and taking corrective measures based on discussions with various health stakeholders in the city
- Coordinating with city health officials to strengthen data validation committee for bringing accuracy and quality in family planning data in HMIS
- Engaging and supporting the department in strengthening FP commodity procurement through FPLMIS and further distribution up to a level of ASHAs/Community health workers so that the community can get the commodities of their choice on time.
- Analyse findings from listing / mapping to advocate with NUHM cell for additional ASHAs and other provisions.
- Support city official to prioritize FP and related issues in various review platforms like CCC meeting /ASHA& ANM Meeting/NUHM review meetings.
- Ensure and advocate with city officials for inclusion of key FP priorities by participating in the development of the PIP at the city level.
- Ensure Private providers capacity building on quality services on PFP and reporting on HMIS
- Build the capacity of FPCs internally to prioritise their engagement with community health workers , ensuring data capture in UHIR and timely reporting.
- Provide technical support on use of data for decision making so that the service providers and city health officials are able to evaluate performance of UPHCs based on HMIS and
- Support the department in activation and strengthening private providers' engagement in all TCIC cities
- Technical and operational support to the cities during WPD and other government campaigns
- Sensitizing government officials and other stakeholders on high impact interventions/best practices by capacity building sessions
- Ensuring training and mentor Asha's and ANM's for capturing data and reaching out to right client in need of services and facilitating them to service delivery points
- Roll out project BCC activities in coordination with city govt. officers
- Conduct training meetings and DQAC visits at UPHCs to ensure quality improvement
- Submit monthly work plan and ensuring use of PMIS & monitoring tool on regular basis.
- Participation on state and national level internal reviews and present the city specific results.

**Field team Support role:**

- Review bills submitted by teams of Program activities and material, and approve their payment according to the quality of work done.
- Required to travel extensively.
- Any other tasks that may be assigned by the Supervisor.

**B. QUALIFICATION AND EXPERIENCE:**

- Post-Graduate in Business Management, Social Sciences, Rural Management or related fields with 5-8 years of experience in leading and managing field operations at the district level
- At least 3-4 years of experience and demonstrated ability to manage family planning projects/ urban projects



**C. SKILLS:**

- Leadership ability, including the capacity to set and manage accountability of self and others.
- Ability to communicate clearly and concisely, orally and in writing in English and Hindi and to make effective presentations to the communication team.

**D. COMPETENCIES:**

- **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.
- **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.
- **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's long-term goals.
- **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.
- **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.*