



**POPULATION SERVICES INTERNATIONAL, INDIA
JOB DESCRIPTION**

TITLE: Senior Manager - Program Implementation

NUMBER OF POSITIONS: 1(One)

LOCATION: Patna, Bihar

DEPARTMENT: Programs

REPORTS TO: General Manager - Program Implementation

SUPERVISES: Manager - PI

GRADE LEVEL/SALARY BAND: C2

POSITION CATEGORY: Program Operations

LAST DATE TO APPLY :22nd February'2024

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.

POSITION PURPOSE:

An experienced technical professional working in area of family planning, having good working, technical, communication and advocacy skills especially technical knowledge on contraceptives and coordination with state government health officials, NHM and other stakeholders. He/she will facilitate and lead implementation and roll out of program in intervention districts, facilitate training and sensitization to different cadres. He/she will provide support to government health officials, lead program team and ensure achievements both in qualitative and quantitative aspects in the assigned city and undertake extensive on-ground program activities.

A. DUTIES AND RESPONSIBILITIES:

- The position will require close coordination and advocacy with State Program Officer, other state and district FP officials for implementation and roll out of newer contraceptives.
- Provide Technical support to State and District FP Nodal officials to develop the training plan for smooth execution of the plan in intervention districts.

- Support NHM state and district government officials for organizing TOT, orientations at the state and district level and sensitization of frontline workers with support from Manager Program implementation.
- Support State NHM officials to convene key meetings on progress and review of the program and document the learnings for further sharing and actions.
- Manage the leadership dashboard with SPO and District health officer that captures data, decisions, documents and action items for the leadership team.
- Facilitate coaching and mentoring sessions for district health officials by facilitating issuance of directives and guidelines from state health officials for roll out of trainings.
- Conduct regular district visits to observe implementation of newer contraceptives, identify gaps and address challenges by tabling them with State program officer and District Health officials.
- Participate in City Coordination meetings, Private Interface Meetings, DHS, and State Health Society meetings.
- Plan, organize, and participate in monthly and quarterly meetings with state and city NHM leadership teams to discuss the status of project implementation.
- Conduct quality checks on the data submitted by city leads regarding program processes and activity reporting.
- Any other task assigned by the organization and supervisor has to be accomplished.

B. QUALIFICATION AND EXPERIENCE:

C. QUALIFICATION AND EXPERIENCE:

- Post-Graduate in Business Management, Social Sciences, Rural Management or related fields with 8-12 years of experience in strategizing, implementation and roll out of Family Planning program.
- Knowledge and experience of working, communicating and advocacy with state and district government officials for FP project and urban health.
- At least 6-7 years of experience of leading and managing teams at state and district level.
- Working experience with international donors specifically related to Reproductive health domain.

D. 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.

E. 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