



**POPULATION SERVICES INTERNATIONAL, INDIA  
JOB DESCRIPTION**

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**TITLE:** Field Program Coordinator  
**NUMBER OF POSITIONS:** 1 (One)  
**LOCATION:** Bokaro (Jharkhand)  
**DEPARTMENT:** Programs  
**REPORTS TO:** Manager - Program Implementation  
**SUPERVISES:** None  
**GRADE LEVEL:** F  
**CATEGORY:** Program Operations  
**Email ID:** [careers@psi.org.in](mailto:careers@psi.org.in)

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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)*

**About the Program:**

PSI India implemented The Challenge Initiative for Healthy Cities (TCIHC) program in India with an objective to increase the use of modern methods of contraceptives among the urban poor. The program has completed five years of its implementation in various cities across Uttar Pradesh, Madhya Pradesh and Odisha. Building on the first five years, program will expand as TCI NextGen in India and will work for the next four-year period in states of Uttar Pradesh, Jharkhand and Bihar across multiple locations. TCI NextGen in India will apply the “Lead, Assist and Observe” coaching model to efficiently create sustainable impact through driven model accelerating scale-up in newer geographies. The coaching support will be expanded to state governments of Bihar and Jharkhand with continued support to state Government of Uttar Pradesh to achieve greater self-reliance and to sustain improvements in urban health systems. TCI NextGen will capitalize the private sector and facilitate the development of private/public partnerships to increase Family Planning (FP) services in urban communities.

**POSITION PURPOSE:**

To facilitate City Implementation Lead 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 City Implementation Lead 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.

## **A. DUTIES AND RESPONSIBILITIES:**

### **System strengthening and innovations**

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

### **Demand Generation**

- Ensure completion of 2 BY 2 matrix for all the Asha's in their area.
- Working with ANM/ASHA to facilitate demand aggregation
- Update the ANM/ASHA on the time-to-time FP guidelines by the Government.
- Work closely with the Public/ Private Health facilities for the timely services to the referrals and ensure quality services.
- Facilitate the process of FDS Calendar for the UPHCs.
- Support the ANM/ASHA in the Micro planning of Urban health and nutrition days(UHND)/Outreach Camps(ORC)
- Ensure FP services referrals through universalization of Urban health and nutrition days(UHND)/Outreach Camps(ORC) and tracking of the services
- Facilitate the ANM/ASHA in maintaining the eligible couples Due list for Family Planning
- 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
- Coach OICs of UPHCs to conduct FAHD on defined days to cater SRH services/counselling to unmarried adolescents
- Facilitate in implementation of the budgeted demand generation activities.
- Facilitate the monitoring and supportive supervision of ASHAs
- Assist City Implementation Lead in the overall achievement of the program deliverables.
- Any other tasks assigned time to time by supervisor.

**B. QUALIFICATION AND EXPERIENCE:**

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

**C. DESIRED SKILLS:**

- Eagerness to learn.
- 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.
- Computer related skills.
- Ability and willingness to travel extensively in rural /urban areas.

**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 India's long-term goals in mind when addressing short-term issues and problems. Identifies and acts to create organizational capability needed to meet future organizational 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 is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.*