



POPULATION SERVICES INTERNATIONAL, INDIA JOB DESCRIPTION

TITLE: Manager - Program Support

LOCATION: New Delhi (H.O)

DEPARTMENT: Programs

REPORTS TO: Director Programs

SUPERVISES None

Salary Band: D

CATEGORY: Program Support & Management

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 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 a demand 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:

The position will work provides the operational support and programmatic guidance. S/he will support effectively accomplishing the deliverables especially follow ups, emails, documentation of small report and meeting minutes. Oversee administrative support to states and helps in donor/government compliances.

DUTIES AND RESPONSIBILITIES:

- Support in smooth implementation of project.
- Provide status of planned meetings, activities and responses to government/donor on regular basis
- Documentation of all the meetings, con calls, discussion and present back with action points.
- Maintaining the calendar of donor deliverables (reports, information requires etc.) and supporting team to ensure timely submission.
- Participation in all required government and donor meeting and keeping the information and discussion confidential.
- Support in preparation for different meeting, conferences and international meetings.
- Support in preparation of documents, work plans and power point presentation.
- Liaise in coordination with internal and external partners and key stakeholders.
- Support Executive Director and Director - Programs (COP) for new related grants and managing board meetings.
- Managing repositories, documents specifically reporting to TCI learning.
- Any additional duties assigned by the supervisor.

QUALIFICATION AND EXPERIENCE:

- Post Graduate preferably in Health, Communication and Social Development field with 5-8 yearsof experience.
- Excellent documentation and management skills
- Experience in working with senior level positions as Program Support is desirable.
- Excellent Hindi and English writing and speaking skills
- Good in communication, including writing periodic reports, creating presentations.
- Proficiency in Microsoft Office (Word, Excel and PowerPoint)
- Readiness to travel.



COMPETENCIES:

- **Results Focused:** Move focus from analysis to action; show persistence to overcome obstacles; take immediate action to solve problems; ensure follow through.
- **Customer Service Orientation:** see PSI from the client 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.
- **Take Responsibility:** take actions today to build a strong foundation for future success; identify and take advantage of emerging opportunities; keep PSI's long-term goals in mind when addressing short-term issues and problems
- **Technical Expertise:** Proficient in making PowerPoint presentations, Report Writing, Documentation etc.
- **Plan & Organize:** develop clear action plans that address the details needed to achieve objectives; define resources and actions to achieve objectives within constraints; establish priorities.

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