



POPULATION SERVICES INTERNATIONAL, INDIA JOB DESCRIPTION

TITLE: Field Program Coordinator (Block Coordinator)

NUMBER OF POSITIONS: 12 (Twelve)

LOCATION: 7 in Uttar Pradesh and 5 in Bihar

DEPARTMENT: Programs

REPORTS TO: Manager - Program Implementation

SUPERVISES: None

GRADE LEVEL: F

POSITION CATEGORY: Program Operations

OPEN DATE: 21 Jan 2025

CLOSE DATE: 28 Jan 2025

Population Services International (PSI) India is a non-profit, non-governmental organization dedicated to ensuring accessible and affordable healthcare for vulnerable populations in India, thereby improving their quality of life and well-being. Established in 1980 under the India Societies Act of 1860, PSI India began implementing full-scale activities in 1988. Over the past thirty-seven years, PSI India has demonstrated unwavering dedication and strong expertise in program implementation, planning and policy, research and evaluation, social behaviour change communication, and strategies for building habitable, sustainable, and healthy cities. PSI India has positively impacted the lives of millions across various states through its diverse programs. Its technical and operational capabilities have engaged government bodies, international and national philanthropic agencies, and private entities to address a wide range of health issues, including reproductive health, maternal health, child health, non-communicable diseases, communicable diseases, HIV/AIDS, and nutrition. For more information, please visit www.psi.org.in.

A. POSITION PURPOSE:

An experienced professional working in the area of Child Health with specific focus on Diarrhoea & Nutrition to manage the extensive on-ground Program activities in the district assigned. S/he will support the district Implementation Lead for all the project activities of district ensure the timely data collection and submission in the HMIS.

B. DUTIES AND RESPONSIBILITIES:

- Responsible for overall field activities at district level for sustained the results.
- Coordinating with city health officials to support and strengthen the “Stop Diarrhoea Campaign”
- To work closely with health, education, municipal bodies, ICDS and Panchayat Raj department for strengthen convergence platform like CCC & others for planning and implementation of campaign & other routine activities at the district level.

- Support Program Manager and government officials to identify the training need and conduct the capacity training/orientation programs for medical service providers, para-medical staff and community health workers like ASHAs, ANMs & AWWs in rural and urban areas on Diarrhoea prevention and treatment
- To map and strengthen community based organizations in urban like Mahila Arogya Samiti, Jan Arogya Samiti and others through sensitization/orientation sessions on Diarrhoea Identification, Preventions and Treatment.
- To ensure that MAS and other community based organizations have prioritized Diarrhoea issues in their meeting and other agendas and supporting in campaign.
- To map private health service providers in urban and rural and their associations
- To support in conducting interface meeting with private providers and other stakeholders to involve them in Diarrhoea Management program
- To support in establishing and making 25 ORS/Hydration Corners functional in private providers clinics/hospitals in rural & urban
- To support in IEC materials distribution in the facilities
- To facilitate sensitization events with students and community on Diarrhoea in selected schools, colleges and community groups.
- Support in Supportive supervision of Outreach sessions like UHNDs & VHSNDs and also at AW Centres
- Support in training and mentoring of 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
- Support in roll out of all project BCC activities in coordination with Program Manager and city govt. officers
- To support in monthly review of the program at district level periodically.
- To adhere to monthly plan of action.

C. QUALIFICATION AND EXPERIENCE:

- Post Graduate with 1-3 years of relevant experience & Graduate with min 3-5 years of relevant experience.
- At least 1 years of experience and demonstrated ability to manage family planning projects.

D. 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 skills with proficiency in Excel, Words, PPT etc.
- Ability and willingness to travel extensively in rural/urban areas.

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. **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
3. **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
4. **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
5. **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.