



POPULATION SERVICES INTERNATIONAL, INDIA_ JOB DESCRIPTION

TITLE: Senior Field Program Coordinator (Sr. FPC)

NUMBER AND LOCATION OF POSITIONS: 1 (One) in Katihar, Bihar

DEPARTMENT: Programs

REPORTS TO: Manager (Program Implementation)

SUPERVISES: None

GRADE LEVEL: E

CATEGORY: Program Operations

Population Services International, India is a registered Indian Society dedicated to the improvement of public health in India. As a mission, PSI India makes it easier for people in the developing world to lead healthier lives and plan the families they desire by marketing affordable products and services. PSI India's core values are Measurement, Honesty, Pragmatism, Collaboration, Trust and Commitment Over the past twenty- seven years, PSI India has collaborated with the Government of India and a number of donors to increase 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 professional working in the area of family planning 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.

A. DUTIES AND RESPONSIBILITIES:

- Responsible to implement the program activities in close co-ordination with district health government
- Conduct gap analysis meeting (DCW) in the district involving all key government stakeholders
- Demonstrate and conduct fixed day services (FDS) for family planning in the district by collaborating with key stakeholders
- Review HMIS data and coordinate with government officials for bringing accuracy and quality in Family Planning Data by constantly holding data validation committee.

- Coach government officials on FP commodity management and supply chain management of FP commodities up to a level of ASHAs in district.
- Analyse findings from listing / mapping to advocate with ASHA cell for additional ASHAs and other provisions.
- Plan and conduct review meetings in district i.e., CCC meeting /ASHA& ANM Meeting/FP review meeting
- Ensure inclusion of key FP priorities by participating in the development of the PIP at the district level
- Evaluate performance of health facilities and coordinate with district level stakeholders for their support and inputs
- Carry out the activation and strengthening Private sector engagement for FP
- Ensure the uptake and implementation of high impact approaches by training key stakeholders in the district
- Establish Project High Impact Approaches in district with maximum people registered at TCI University
- Train 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 district govt. officers
- Conduct training meetings and DQAC visits at health facilities to ensure quality improvement
- Recruitment and training of on-ground Program personnel.
- Working with ANM/ASHA to facilitate demand aggregation
- Update the ANM/ASHA on the time to time FP guidelines by the Government.
- Support the ANM/ASHA in the micro planning of VHSND/(UHND)/Outreach Camps (ORC)
- 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
- Required to travel extensively in urban and rural
- 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 3-5 years of experience in leading and managing field operations at the state level.
- At least 2-3 years of experience and demonstrated ability to manage family planning projects.

C. 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.

D. 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.