



POPULATION SERVICES INTERNATIONAL, INDIA
JOB DESCRIPTION

TITLE: Manager (Program Implementation)

NUMBER OF POSITIONS: Three (3)

LOCATION: Aurangabad, Banka & Patna

DEPARTMENT: Programs

REPORTS TO: Senior Manager (Program Implementation)

SUPERVISES: None

GRADE LEVEL: D

POSITION CATEGORY: Program Operations

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 professional working in the area of family planning to manage the extensive on-ground Program activities in the District assigned.

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 and highlight the key findings and observations to CMO, based on discussions with various health officials, MOIC and other stakeholders in the District
- Review HMIS data and coordinate with District 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 NUHM cell for additional ASHAs and other provisions
- Plan and conduct review meetings in District i.e. CCC meeting /ASHA& ANM Meeting/NUHM review meeting
- Ensure inclusion of key FP priorities by participating in the development of the PIP at the District level
- Train Asstt Manager to conduct their daily priorities of reaching Asha's, ensuring data capture in UHIR and timely reporting
- Evaluate performance of UPHC's and coordinate with District level stakeholders for their support and inputs
- Carry out the activation and strengthening Private sector engagement i.e Digitalisation of FP in all cities for FP
- Ensure the uptake and implementation of high impact approaches by training key stakeholders in the District
- Establish Project High Impact Interventions 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
- Review bills submitted by teams of Program activities and material, and approve their payment according to the quality of work done.
- Recruitment and training of on-ground Program personnel.
- Required to travel extensively in rural and urban
- 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 5-8 years of experience in leading and managing field operations at the state level.
- At least 3-4 years of experience and demonstrated ability to manage family planning projects.

C. 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.
- Computer proficiency

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'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