



POPULATION SERVICES INTERNATIONAL INDIA JOB DESCRIPTION

TITLE: Field Program Coordinator

NUMBER OF POSITION: 3 (Three)

LOCATION: Bahraich, Balrampur and Hardoi in Uttar Pradesh

DEPARTMENT: Program

REPORTS TO: Sr. Manager: Program Implementation

SUPERVISES: None

GRADE LEVEL: F

CATEGORY: Program Operations

PSI INDIA is a non-profit, nongovernmental organization registered in India dedicated to improve life of vulnerable population, 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 India 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

The project is to be implemented in 3 districts, Hardoi, Bahraich and Balrampur, of Uttar Pradesh will work for strengthening maternal and neonatal healthcare infrastructure at public health facilities. The public health facilities will be assessed for its current level of functioning and infrastructure through a needs assessment and accordingly labour rooms will be developed/strengthened. The labour room will be equipped with the required equipment as per the Guidelines for Standardization of Labor Rooms at Delivery Rooms by Maternal Health Division, Ministry of Health and Family Welfare. The provision of the equipment and infrastructure shall be done in consultation with the local health department. The project will ensure the skill training and sensitization sessions with the medical and paramedical staff of the public health facility to promote patient-centric environment in the healthcare facility as per the government guidelines.

POSITION PURPOSE:

An experienced professional is sought to plan, facilitate and manage the district level plans under the project in Uttar Pradesh. The person will be responsible to manage district level advocacy and liaison with district level health administrative authorities for necessary actions to implement program smoothly and overall responsible for the intervention as well as coordination among district's stakeholders.

A. DUTIES AND RESPONSIBILITIES:

- Responsible to implement the program activities in close co-ordination District Health department
- Responsible to ensure the necessary approvals from district health administrative departments before starting the program and ask for the required support from the district health departments
- Responsible to implement and monitor the timely and smooth implementation of need assessment/ gap analysis study of the assigned public health facility in district in consultation with the District Health Department to understand the available facilities for labour rooms and assess the available infrastructure and equipment in the assigned healthcare facility.
- Review and highlight the key findings and observations of need assessment/ gap analysis to district health officials to prepare an action plan with timeline and ensure necessary actions by district health administration as per government guideline
- Responsible to manage district level advocacy and formation of committee to overview the program, set up of infrastructure, training calendar and overall responsible for the district level intervention
- Responsible to resolve the district level bottlenecks towards the implementation of program through technical and administrative support to district health society
- Support the Sr. Manager Program in finalizing the list of required infrastructure and medical equipment in processing the procurement for strengthening of intervention public health facility basis on the gap analysis findings
- Responsible to prepare training calendar of skill training and sensitization for medical and paramedical staff with consultation of district health department
- Responsible to compile and share of periodic progress reports of the program activities at district level to supervisor on monthly, and quarterly basis as per the formats provided and requirement of donor.

- Review bills submitted by stakeholders of program activities and material, and forward timely to Sr. Manager Program according to the quality of work done.
- Any other tasks assigned time to time by supervisor

B. QUALIFICATION AND EXPERIENCE:

- Graduate in Social Sciences, Rural Management, Business Management or related fields with 3-5 years of experience in managing RMNCH+A programs with government in state of Uttar Pradesh
- At least 1-3 years of experience and demonstrated ability to advocacy and liaison with government health department at district level
- Proficiency in working with MS office.
- Fluency in Hindi and English.

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 district health officials.
- Commitment to public health values and systems.
- Commitment to quality work and confidence to manage complexities.
- Good liaison and advocacy skills.

D. COMPETENCIES:

- **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.
- **Results Focused:** takes immediate action to resolve problems, establish challenging personal goals and strives to meet them, Sets clear and concise standards to drive performance at the source, Tracks the completion of activities and ensures follow-up.

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