



## POPULATION SERVICES INTERNATIONAL, INDIA

### JOB DESCRIPTION

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**TITLE:** Manager - Program Implementation

**NUMBER OF POSITIONS:** One (1)

**LOCATION:** Mathura, Uttar Pradesh

**DEPARTMENT:** Programs

**REPORTS TO:** Senior Manager - Program Implementation

**SUPERVISES:** None

**GRADE LEVEL:** D

**POSITION CATEGORY:** Program Operations

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*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](http://www.psi.org.in)*

**POSITION PURPOSE:**

We are looking for an experienced professional working in the area of Public Health with experience on Child Health with specific focus on Diarrhoea & Nutrition to support government/stakeholders for program implementation in the assigned geography in order to extend the benefits of public health services to the underserved community.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for overall project management at district level for sustained the results in assigned district.
- To establish strong rapport with health and other departments for smooth rolling out and implementation of the program.
- To conduct project launch event in the city in the chairmanship of CMO and ensuring presence of different department and stakeholders.

- 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.
- Work closely with 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 track HMIS data of Diarrhoea cases of Under 5 years and other age group and facilitate review at facility level.
- To conduct mapping of private health service providers in urban and rural and their associations  
To conduct interface meeting with private providers and other stakeholders to involve them in Diarrhoea Management program.
- To establish and making 25 ORS/Hydration Corners functional in private provider’s clinics/hospitals in rural & urban to ensure availability of IEC materials distribution in the facilities to plan and facilitate sensitization events with students and community on Diarrhoea in selected schools, colleges and community groups.
- To develop and share monthly plan of action and its review internally.
- Supportive supervision of Outreach sessions like UHNDs & VHSNDs and also at AW Centres  
Ensuring training 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 all project BCC activities in coordination with city govt. officers
- Submit monthly work plan and ensuring use of PMIS & monitoring tool on regular basis.
- To ensure monthly review of the program at district level periodically.
- Participation on state and national level internal reviews and present the city specific results.

**Field team Support role:**

- Ensure the timely submission of plan by the team and ensure their effective implementation.
- Review bills submitted by teams of Program activities and material, and approve their payment according to the quality of work done.
- Required to travel extensively.
- Any other tasks that may be assigned by the Supervisor.

**A. 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 Diarrhoea 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*