

POPULATION SERVICES INTERNATIONAL, INDIA

JOB DESCRIPTION

TITLE: Manager - Program Support

NUMBER OF POSITIONS: 1 (One)

LOCATION: Lucknow, Uttar Pradesh

DEPARTMENT: Programs

Report to: Senior Manager - Program Implementation

SUPERVISES: Manager - Program Implementation

GRADE LEVEL: D

POSITION CATEGORY: Program Operations

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:

We are looking for an experienced Senior professional working in the area of Public Health with experience on Child Health with specific focus on Childhood 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.

B. DUTIES AND RESPONSIBILITIES:

- Responsible for overall project management at district and state level in Uttar Pradesh & Bihar .
- To establish strong rapport with state level and district level health and other departments for smooth rolling out and implementation of the program.
- To plan, lead and facilitate the district wide campaign during Global Hand Washing day and World ORS Day in collaboration with the departments.
- To Coordinate with Pharmacy/ Chemist association for smoothly organizing the meeting at the district level with the support of Manager Program Implementation.
- Ensuring for Monthly/Quarterly Reporting of the Diarrhoea projects and other Documentation support.
- Support for preparation of ASHAs/ANMs/AWWs/Services Providers training module and its endorsement through the department at state level with the support of State Lead.

- Work closely with NHM & Directorate to map and finalize IEC materials on Diarrhoea and related aspect and getting the same endorsed from the concerned section of NHM.
- To Coordinate with NHM, Directorate & ICDS for planning and timely execution of training programs for respective front line worker.
- Support and supervise city teams 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 track district wise HMIS and PMIS data as well as process level indicators of Diarrhoea cases of Under 5 years and other age group and facilitate review at district and state level periodically.
- To ensure mapping of private health service providers in urban and rural and their associations in all the districts.
- To conduct interface meeting with private providers and other stakeholders to involve them in Diarrhoea Management program at state level.
- To ensure 200 ORS/Hydration Corners functional in private provider's clinics/hospitals in rural & urban in respective districts.
- 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 of self and the team and its review internally.
- Ensuring development of Digital App on Private Providers Reporting on Diarrhoea and ASHAs/ANMs/AWWs training module and its endorsement through the department at state level.
- Ensure timely submission of periodic reports like monthly, quarterly and annual progress reports or as per project requirement.
- To track budget allocation and its utilization on timely basis.

Field team Support role:

- Ensure the timely submission of action 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 in the districts for supportive supervision and interaction of government departments.
- Any other tasks that may be assigned by the Supervisor.

C. QUALIFICATION AND EXPERIENCE:

- Post-Graduate in Business Management, Social Sciences, Rural Management or related fields with 5-7 years of experience in leading and managing field operations at the state level.

D. DESIRED SKILLS:

- Ability to contribute in a collegial team environment.
- 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.
- Ability and willingness to travel extensively.

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 longterm 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.