



POPULATION SERVICES INTERNATIONAL, INDIA

JOB DESCRIPTION

TITLE: Field Program Coordinator (Block Coordinator)

NUMBER OF POSITIONS: 4 (Four)

LOCATION: Gugugram (Sohna and Pataudi) & Noida (Jewar and Dhankaur)

DEPARTMENT: Programs

REPORTS TO: Senior Manager - Program Implementation (Project Lead)

SUPERVISES: Volunteer

GRADE LEVEL/SALARY BAND: F

POSITION CATEGORY: Program Operations

LINK TO APPLY: <https://forms.gle/tkHpiSkLJzT87kby6>

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.

POSITION PURPOSE:

The Block Coordinator will lead implementation of all project activities including MMU operations, health camps, and community outreach within the assigned block. The role ensures smooth coordination with government functionaries, frontline workers, local influencers, and community institutions to drive the program and its visibility. The coordinator will supervise volunteers, manage field logistics, and ensure adherence to program timelines and quality standards. They will also be responsible for monitoring progress, resolving operational gaps, and ensuring timely reporting to district and state teams.

A. DUTIES AND RESPONSIBILITIES:

- Coordinate daily execution of MMU visits, health camps, and outreach sessions.
- Liaise with ASHAs, ANMs, PRI members, and influencers for local mobilization.
- Supervise and support volunteer's/community champions in field activities.
- Ensure availability of IEC materials, supplies, and logistics for field operations.
- Facilitate mobilization for screenings, MHM sessions, and IEC/BCC events.
- Track block-level KPIs and verify data shared by MMU teams and volunteers.
- Conduct regular review meetings and share block progress reports.
- Identify operational issues and troubleshoot to ensure quality service delivery.



B. QUALIFICATION AND EXPERIENCE:

- Post Graduate with 1-3 years of relevant experience & Graduate with min 3-5 years of relevant experience.
- At least 1 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:

- **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 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.

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