

POPULATION SERVICES INTERNATIONAL INDIA JOB DESCRIPTION

TITLE: Field Program Associate

NUMBER OF POSITION: 1 (One)

LOCATION: Sitapur, Uttar Pradesh

DEPARTMENT: Program

REPORTS TO: General Manager – Program Implementation

SUPERVISES: Community Mobiliser & Volunteers (Non Payroll Staff)

GRADE LEVEL: G

CATEGORY: Program Operations

LINK TO APPLY: <https://forms.gle/zyGJai2L2bKL4KM5A>

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 Program Associate will be responsible for overseeing the execution of the project at the field level, ensuring that all activities are implemented in alignment with program objectives, timelines, and quality standards. The role includes direct supervision of community mobilizers and coordination with key stakeholders at the block and district government levels, as well as other relevant/line institutions.

DUTIES AND RESPONSIBILITIES:

- Assist the Program Coordinator in the effective management and implementation of the TB-STRIVE Project in the assigned districts.
- Plan, manage, and implement all District and Block-level activities as per the project objectives.
- Identify vulnerable and marginalized populations from a TB control perspective and link them to NTEP services through targeted project interventions.
- Organize capacity-building workshops and trainings for ASHA workers and rural healthcare providers at the district level in coordination with NTEP and NHM staff.
- Conduct advocacy and coordination with key stakeholders at the block, district, and state levels on TB control priorities.

- Conduct awareness meetings in Gram Panchayats, schools, and communities, ensuring identification and referral of symptomatic individuals.
- Liaise regularly with district stakeholders and government officials such as DTO, DPM-NRHM, MOTC, STLS, DEO, STS, and other TU staff.
- Provide handholding support to field teams during screening, SCTs, and health camps, and ensure on-field and telephonic data validation.
- Participate in and organize special TB observance events such as World TB Day and Nikshay Diwas at the district/block level.
- Ensure daily back-check and validation of screening data and submit timely reports for decision-making.
- Ensure timely submission of fortnightly PTS data, monthly progress reports, and field expense statements.
- Coordinate with NTEP to ensure smooth implementation of project activities and participation in district-level NTEP reviews (monthly/quarterly).
- Supervise and mentor volunteers and community mobilisers, ensuring daily reporting, quality communication activities, and effective ACF implementation.
- Ensure regular follow-up of TB patients, management of co-morbidities, and adherence to treatment completion.
- Facilitate linkage of all beneficiaries to Nikshay Poshan Yojana and Pradhan Mantri TB Mukh Bharat Abhiyan (PMTBMBA) initiatives.
- Oversee distribution of nutrition kits to eligible TB patients.
- Promote and monitor TB helpline activation and community awareness about its use.
- Conduct interactive training and mentoring sessions for community health workers in both online and offline modes.
- Ensure effective and judicious use of communication tools (e.g., flip charts, brochures) and document their effectiveness.
- Facilitate awareness drives, health camps, social media campaigns, and strengthen convergence platforms in the district.
- Ensure proper financial management and compliance with PSI India's standards and guidelines.
- Perform any other tasks assigned by the supervisor from time to time.

QUALIFICATION AND EXPERIENCE:

- Graduate with minimum 1-3 years of experience in executing the public health program preferable TB program
- Experience of working with Government health system and private health care providers.
- Proficiency in working with MS office.
- Fluency in Hindi and English.

SKILLS:

- Manage health service delivery programs at districts level.
- Willing to travel – 80% of the time.
- Self-motivated and able to motivate others.
- Commitment to public health values.
- Commitment to quality work by self, by team.
- Confidence to manage others.
- Good networking skills.

A. COMPETENCIES:

- **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.
- **Product and Service Knowledge:** Reviews data for accuracy and completeness, Documents work thoroughly and clearly, maps out all the logistics and details of a situation to ensure smooth and flawless implementation, Knowledge of tangible product marketed by PSI India, Recognizes the underlying meaning of others' questions or actions.
- **Customer Service Orientation:** Works closely with the people PSI India serves to find out what they value the most, develops solutions that respect clients' stated needs, actively promotes the needs of clients within PSI India, Ensures prompt follow through on client issues or requests.
- **Build strong relationships:** Maintains ongoing contact with internal and external clients, Initiates contact with others rather than waiting for them to come to him/her, Understands and appreciates the diversity of the people he/she works with, Establishes close relationships with people in donor, supplier or joint venture organizations.
- **Plan & Organize:** Develops clear action plans that address the details needed to achieve objectives, develops contingency plans for handling anticipated obstacles or problems, prioritizes tasks and allocates time appropriately, Works with team members to translate complex team goals into specific individual accountabilities.

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