



POPULATION SERVICES INTERNATIONAL, INDIA

JOB DESCRIPTION

TITLE: Field Program Associate

NUMBER OF POSITIONS: 8 (Eight),

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

DEPARTMENT: Programs

REPORTS TO: Field Program Coordinators (Block Coordinator)

SUPERVISES: None

GRADE LEVEL/SALARY BAND: G

POSITION CATEGORY: Program Operations

LINK TO APPLY: <https://forms.gle/EBtCCsLK2VQGGXeo7>

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:

Volunteers will serve as key connectors between the community and the MMU program, ensuring that last-mile households are informed, mobilised, and engaged. Their role is to increase awareness of essential health services, promote positive behaviour, and support participation in health camps and outreach sessions. They will focus particularly on women, adolescents, and vulnerable groups ensuring they access screening, counselling, and available schemes. Volunteers also provide critical feedback from the community to strengthen service delivery.

A. DUTIES AND RESPONSIBILITIES:

- Conduct daily household visits to share MMU schedules and key health messages.
- Mobilise women, adolescents, elderly, and high-risk groups for screenings and camps.
- Support IEC distribution and interpersonal communication during outreach events.
- Identify and engage community influencers, leaders, and champions.
- Promote information on MHM, WASH, nutrition, family planning, and NCD prevention etc.
- Assist MMU staff during outreach and camps with registration and community management.
- Share community insights and feedback with Block Coordinator.
- Maintain basic participation records and report daily outreach numbers.



B. QUALIFICATION AND EXPERIENCE:

- Graduate with 1-3 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.