

## **POPULATION SERVICES INTERNATIONAL INDIA**

### **JOB DESCRIPTION**

**TITLE:** Field Program Associate (Program Associate)

**NUMBER OF POSITION:** 01

**LOCATION:** Sitapur (1)

**DEPARTMENT:** Program

**REPORTS TO:** General Manager - Program Implementation (Program Coordinator)

**SUPERVISES:** NA

**GRADE LEVEL:** G

**CATEGORY:** Program Operations

PSI India is a non-profit, nongovernmental organization dedicated to improve life for SARITA in India, 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 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).

### **About the Program**

The project aims to implement a comprehensive strategy for the early detection and control of tuberculosis, leveraging innovative technologies, community engagement, and healthcare system strengthening in Sitapur district of Uttar Pradesh. The project will adopt community-based, active case-finding (ACF) strategies that can increase the diagnosis and treatment of tuberculosis, and potentially reduce tuberculosis transmission. The Project will be implemented in close collaboration with National Tuberculosis Elimination Program (NTEP) and aims at increasing accessibility of TB diagnosis and treatment services. The aim of the project will be to increase commitment and leverage collaboration from governments, civil society, private sector, TB partner organisations, state and district TB offices and other important stakeholders to accelerate progress in reaching the TB targets. The project will aim to strategize interventions to create awareness on TB, encourage health seeking behavior across the Continuum of TB Care (CoC), increase political and administrative commitment at different levels.

### **A. 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.

### **B. DUTIES AND RESPONSIBILITIES:**

- Assist the Program Coordinator in effective management of the Project in the assigned territory.
- Coordinate with NTEP for implementing project activities in the target block in collaboration with Program Coordinator and ensure timely support.

- Ensure participation in a NTEP district level review on monthly/quarterly basis.
- Supervise and hand hold 3 community mobilisers in their respective district and ensure daily reporting from them.
- Supervise grassroot level communication activities undertaken by the community mobilisers.
- Ensure weekly/monthly/quarterly collection of data/reporting formats from all the mobilisers.
- Supervise mobilisers to ensure ACF of TB patients and regular follow-up with the TB patients for treatment completion. Ensuring management of co-morbidities in the TB patients.
- Ensure that all the beneficiaries have active DBT account and are able to take benefit of Nikshay Poshan Yojana and linked to Pradhan Mantri TB Mukh Bharat Abhiyan (PMTBMBA) initiative.
- Support in distribution of nutrition kits to the needy TB patients
- Support in roll out of all project related BCC activities
- Ensure activation of TB helpline in the district and awareness about the help line in the community
- Conduct interactive training and mentoring sessions for community health workers both in online and offline mode
- Effective and judicious use of all the communication tools (flip charts, brochures etc.) and reporting the effectiveness of each tool in the locations.
- Facilitating awareness drives, health camps and social media campaigns in the district.
- Strengthening convergence platforms in the district.
- Prepare daily, weekly, and monthly reports and submit them to Supervisor /PSI India HOs required on timely basis
- Ensure proper financial management as per PSI India standards and set guidelines.
- Any other task assigned by supervisor time to time.

#### **C. 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.

#### **D. 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.

## **E. COMPETENCIES:**

### **1. 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.

### **2. 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.

### **3. 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.

### **4. 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.

### **5. 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.

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