



POPULATION SERVICES INTERNATIONAL, INDIA
JOB DESCRIPTION

TITLE: Field Program Coordinator

NUMBER OF POSITIONS: 5 (Five)

LOCATION: Bihar (Purnia, Katihar, Kishanganj, Araria & Gaya)

DEPARTMENT: Programs

REPORTS TO: Senior Manager - Program Implementations

SUPERVISES: None

GRADE LEVEL/SALARY BAND: F

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.

POSITION PURPOSE:

The Field Program Coordinator (FPC) will support implementation of the AWESOMM_HER project at the district and block levels by working closely with schools, frontline workers, health facilities, and district stakeholders. S/he will facilitate field-level execution of program activities including adolescent health sessions, menstrual hygiene promotion, mental health interventions, and digital engagement initiatives. The role will focus on community mobilization, capacity building, school engagement, and data reporting, ensuring effective last-mile delivery and alignment with program objectives.

A. DUTIES AND RESPONSIBILITIES:

- The position will be based at district level and require close coordination with the Senior Program Manager and district officials for implementation of program activities
- Conduct regular field visits to schools, communities, and health facilities to support program implementation, identify gaps, and report challenges
- Support organization of school-based sessions on adolescent health, menstrual hygiene, nutrition, and mental well-being
- Facilitate health camps, screening activities, and counselling sessions in coordination with ANMs, ASHAs, and health teams
- Provide on-ground support to frontline workers (ASHAs, ANMs, teachers) on adolescent-friendly services and program interventions
- Support training, orientation, and refresher sessions for frontline workers, teachers, and peer educators
- Mobilize adolescent girls and communities through school platforms, parent meetings, and community events
- Promote awareness and usage of digital platforms including chatbot, mobile applications, and other IEC tools
- Support distribution and tracking of IFA tablets, hygiene kits, and menstrual products
- Coordinate with schools to ensure implementation of health clubs, peer groups, and youth engagement activities
- Facilitate engagement with parents and caregivers to improve acceptance and support for adolescent health interventions
- Support convergence with government platforms such as RKSK, School Health Programs, and Adolescent Health Days (AHDs)
- Ensure proper documentation and timely submission of field reports, activity reports, and MIS data
- Conduct basic data verification and track key indicators such as attendance, screening coverage, and service uptake
- Prepare and submit field visit reports with key observations and action points
- Participate in district review meetings and coordination forums
- Support documentation of success stories, case studies, and best practices
- Assist the Senior Program Manager in achieving program deliverables and timelines
- Any other task assigned by the supervisor or organization

B. QUALIFICATION AND EXPERIENCE:

- Graduate in social sciences, public health, or related field.
- 2–5 years of experience in public health program implementation.
- Experience in adolescent health, school health, or gender programs desirable
- Exposure to digital tools or community-based interventions is an advantage.
- Experience working with frontline workers (ASHAs/ANMs/CHOs).
- Exposure to digital health/telemedicine programs is an advantage.

C. SKILLS:

- Strong interpersonal and communication skills
- Ability to work with adolescents, communities, and government stakeholders
- Basic understanding of public health and community mobilization
- Ability to document, report, and manage field-level data
- Proficiency in Hindi (local language preferred)

- Willingness to travel extensively within districts

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's long-term 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