



POPULATION SERVICES INTERNATIONAL, INDIA
JOB DESCRIPTION

TITLE: Assistant Manager - Program Implementation

NUMBER OF POSITIONS: 3 (Three)

LOCATION: Ahmedabad, Pune, Chhatrapati Sambhaji Nagar

DEPARTMENT: Programs

REPORTS TO: Senior Manager - Program Implementation

SUPERVISES: None

GRADE LEVEL/SALARY BAND: E

POSITION CATEGORY: Program Operations

LINK TO APPLY: <https://forms.gle/UpZumKoikfaz3Cuc7>

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:

An experienced professional working in the area of family planning, having good working experience especially technical knowledge on contraceptives, coordination and advocacy with District government health officials, DHS, NHM and other stakeholders. S/he will facilitate implementation and roll out of program in intervention districts, facilitate training and sensitization to different cadres. Will provide support to government health officials, program team and ensure achievements both in qualitative and quantitative aspects in the assigned district and undertake extensive on-ground program activities.



A. DUTIES AND RESPONSIBILITIES:

- The position will be based at District HQ as mentioned above and require close coordination and advocacy with respective District Family Planning Nodal officer for implementation and roll out of FP/ contraceptives.
- Provide Technical support to District FP Nodal officials and other city health officials to develop the training plan for smooth execution of the plan in intervention districts.
- Facilitate coaching and mentoring sessions for district health officials by facilitating issuance of directives and guidelines from state health officials for roll out of trainings.
- Support district government officials for organizing trainings and orientations at the district and block level and sensitization of frontline workers with support from Program lead and FPC.
- Conduct regular facilities visits to observe implementation of FP/contraceptives, identify gaps and address challenges by tabling them with Program Lead and District Health officials.
- Collaborate with district/block family planning logistics officers to ensure a smooth supply chain for both new and existing contraceptives in the districts.
- Make frequent visits to health facilities, medical college and district Hospital to provide on-the-job managerial coaching and mentoring to health functionaries regarding the use of FP/contraceptives.
- Prepare field visit reports and share observations with the district health official to seek their support and guidance in addressing any identified gaps.
- Participate in City/district Coordination meetings, Private Interface Meetings, DHS, and State Health Society meetings as required.
- Close coordination with the Senior Manager Implementation and support team to ensure timely execution of project activities and reporting of data.
- Plan, organize, and participate in monthly and quarterly meetings with district NHM leadership teams to discuss the status of project implementation.
- Conduct quality checks on the data submitted by FPC, leads regarding program processes and activity reporting.
- Visit to district logistics Store/Warehouse and ensure stock is not out. Ensure Timely Indenting of contraceptives.
- Conduct Client follow up for implant clients and also track the performance of all service provider's basis on the format shared by state.
- Develop and maintain city-specific work plans and ensure compliance with the designated timelines.
- Conduct a needs assessment/gap assessment of program activities.
- Ensure the upload of outcome of Implant in the HMIS portal in coordination with DHS.
- Any other task assigned by the organization and supervisor has to be accomplished.



B. QUALIFICATION AND EXPERIENCE:

- Post Graduate with 3-5 years of experience in implementation and roll out of Family Planning program.
- Knowledge and experience of working with District government officials preferably on FP projects.
- At least 3-4 years of experience of managing field team operations at district level.

C. SKILLS:

- 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.

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