

TITLE: Consultant
NUMBER OF POSITIONS: 1(One)
LOCATION: Ahmedabad- Gujarat
DEPARTMENT: Programs
REPORTS TO: General Manager- Program Implementations
ROLE OF - Project Coordinator
NATURE OF CONTRACT-Per Day/Monthly
POSITION CATEGORY: Program Operations
APPLY FOR POSITION: careers@psi.org.in

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 Truckers Health is required. S/he will handle the overall charge of the Truckers clinic and will be responsible for the smooth operations of the clinic. The project coordinator will work closely in coordination with his supervisor and accountable for all the outer activities, Foot falls in the clinic. The person will coordinate with the government as well as other stakeholders working in the same area. S/he Will prepare the monthly and the quarterly reports for donor and the Delhi office.

DUTIES AND RESPONSIBILITIES:

The position will be based at Ahmedabad Truckers clinic and will be responsible for

- social and resource mapping of the area
- Prepare project plan along with the team members
- Advocacy with secondary and the external stakeholders of the project
- Ensuring project deliverables
- Regular field visits, supervision of the B C, events and supervision of the healthcare Centre
- Maintain regular communication with SACS and other agencies
- Capacity building for the team, assist the team members in resolving the issues and will work on the conflict management
- Identify role roles for each of the team member members
- Routine Monthly meeting with team
- Send monthly reports to A T F
- Budget approval of all expenses
- Maintain all financial records as per the guidelines issued by AF
- Ensure online reporting on time
- Ensure adherence to Stand operating procedures(SOP's) Of the Program
- Ensure that all relevant legal and compliance documents are maintained at center and renewal of

QUALIFICATION AND EXPERIENCE:

- Post Graduate with 3-5 years of experience in implementation and roll out of the similar project.
- Knowledge and experience of working with state government preferably on NCDs/STIs etc.

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.

Approving Authority (for the work as defined in the Scope of Work):

- General Manager - Program Implementation

Timelines: Monthly

Terms of Payment:

- On the completion of working days as per the timelines
- On submission of the work details on completion

Project Allocation (from where the payment is to be made): ATF