POPULATION SERVICES INTERNATIONAL, INDIA

JOB DESCRIPTION

TITLE: Field Program Coordinator

NUMBER OF POSITIONS: 4 (Four)

LOCATION: Prayagraj, Akbarpur, Hardoi and Shahjahanpur

DEPARTMENT: Programs

REPORTS TO: Manager - Program Implementation

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.

ABOUT PURPOSE:

POSITION PURPOSE:

An experienced professional working in the area of Vector Boren Diseases Control and having good working field experience. To ensure the implementation roll out of Vector Borne Diseases project in the district, S/He will work closely with ANM/ASHA and district Implementation Lead to ensure the implementation of the demand generation activities. S/he will also be responsible for organizing the joint meeting for the ASHA/ANM in coordination to Combat the spread of Dengue & Malaria cases in his geography. S/he will support the District Implementation Lead for all MIS of identified facilities and ensure the timely data collection and submission in the HMIS. S/he will also be responsible for the documentation at the district level and will ensure that all the relevant forms are filled and submitted in time by the facilities.

A. DUTIES AND RESPONSIBILITIES:

- The position will be based at District HQ as mentioned above and require close coordination with respective District implementation lead for implementation and roll out of Dengue & Malaria program.
- Facilitate coaching and mentoring sessions for Mobilisers/ASHA/ANM/Counsellors /BCMs & other health officials by joint field visits in follow up of directives and guidelines from state health officials for roll out of program.
- 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 Manager Program Implementation.
- Conduct regular facility visits to observe implementation of Dengue and Malaria control program, identify gaps and address challenges by tabling them with District Program Lead and District Health officials.
- Collaborate with district/block Vector Borne disease control department & logistics officers to ensure a smooth supply chain Dengue/Malaria testing kits and the medication in the districts.
- Make frequent visits to the High risk Vulnerable areas, health facilities and district Hospital to provide on-the- job managerial coaching and mentoring to health functionaries regarding the control of Dengue and Malaria under the guidance of District program lead.
- Prepare field visit reports and share observations with the districts health official to seek their support and guidance in addressing any identified gaps.
- Participate in City Coordination meetings, other Interface Meetings, DHS, and State Health Society meetings.
- Close coordination with the MIS person ,District Manager Implementation and support team to ensure timely execution of project activities and daily reporting of data.
- Conduct quality checks on the data submitted by Facilities, leads regarding program processes and activity reporting.
- Visit to district logistics Store/Warehouse and ensure stock is not out. Ensure Timely Indenting of Dengue & Malaria testing kits and the related medication.
- Conduct the affected areas with Dengue and Malaria cases, follow up for each client availed with and also track the performance of all service provider's basis on the format shared by state.
- Ensure the upload of Vector Borne cases details in the HMIS portal in coordination with DHS.
- Work closely with the Public health facilities for the timely attending the Dengue/Malaria cases to the referrals and ensure quality referral mechanism for providing services from facilities to identified service station.
- Ensure Suspected Dengue and Malaria cases referrals through timely identification universalization of VHSND/UHSND/ORC and tracking of the clients.
- Facilitate the Mobilizers, ANM/ASHA in maintaining the Dengue/ Malaria clients list.
- Assist City Implementation Lead in the overall achievement of the program deliverables.
- Any other task assigned by the organization and supervisor has to be accomplished.

B. **QUALIFICATION AND EXPERIENCE:**

- Graduate or equivalent with 1-3 years of relevant experience & Graduate with 3-5 years of relevant experience and demonstrated ability to manage Vector Borne diseases/ Health projects Knowledge and experience of working with state government preferably on FP 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.
- 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'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