

## **DIRECTOR-PROGRAMS, NEW DELHI**

### **ABOUT THE ORGANIZATION**

Ipas Development Foundation (IDF) works to increase women's ability to exercise their sexual and reproductive rights, especially the right to safe abortion and contraceptive services. IDF seeks to eliminate unsafe abortion and the resulting deaths and injuries and to expand women's access to contraception, comprehensive abortion care and related reproductive health information and care. Towards this, IDF works in strengthening training systems, service delivery of comprehensive contraception and abortion care, and access to these services within the public health system, with the aim of making a positive impact on the health of women in India. IDF's program currently spans 12 states to include the states of Assam, Bihar, Chhattisgarh, Jharkhand, Karnataka, Madhya Pradesh, Maharashtra, Meghalaya, Odisha, Rajasthan, Uttar Pradesh, and West Bengal.

*Ipas Development Foundation (IDF) has been rated among "India's top 10 NGOs to Work for" by Great Place to Work® Institute. This recognition is a testament of the organization's high-trust, high-performance work culture.*

### **OVERVIEW OF THE POSITION**

IDF seeks to hire a Director-Programs, to be based at New Delhi. The position reports to the Senior Director- National Programs, and is responsible for leading program implementation for multiple donor projects spread across 3 states in India and working closely with the state teams and providing required managerial oversight, programmatic and administrative support for achieving country program goals/objectives. S/he will support the development and implementation of strategies and work plans in line with country program goals. Specific responsibilities include: monitoring country program goals and objectives; providing strategic direction for successful implementation of programs; liaising with State governments, donors and other stakeholders; smooth functioning of state program teams; coordination of field offices; provide administrative and logistic support; representation of IDF with government and other partners and increasing the impact of IDF's interventions and utilization of services in program areas.

### **ROLES AND RESPONSIBILITIES**

The responsibilities of the Director-Programs will include the following:

#### **Monitoring, Program Planning and Strategic Leadership:**

- Lead in evolving annual program implementation plans in line with program deliverables.
- Evolve program monitoring framework and tools, monitor program implementation, review progress and meet internal reporting requirements.
- Develop and manage partnerships with State Governments, international and national NGOs, including representing IDF at appropriate forums.
- Ensure long term commitment from State Governments through Memorandums of Understanding (MoUs) and support inclusion of relevant program components in State Program Implementation Plans (PIPs).

#### **Program Management:**

- Manage operationalization of program plans and ensure effective implementation of program activities in specified geographic areas.

- Monitor progress against the annual work plan; ensure adherence to the program budgets, schedules and identify resources required.
- Work with appropriate staff, consultants, respective state government officials and partners and implement activities to ensure that annual objectives like number of providers trained, number of functional intervention sites agreed in the annual plan are met.
- Be responsible for managing program implementation in the intervention states and seeking relevant reports from State offices.

**Field Office Coordination:**

- Manage field level coordination and communication between country and state office teams.
- Support field teams in improving internal systems; procedures and protocols and ensure that these are followed for effective and efficient functioning.

**Supervision:**

- Lead a team of program staff and full-time consultants, supervise them and provide adequate support and guidance for effective program implementation.
- Work closely with the State Leads in identifying barriers in program implementation and provide solutions for effective program delivery.
- Provide approvals for travel and program expenses.

**Materials Development:**

- Support country team and consultants in developing suitable materials required for training, BCC/IEC and other technical material.
- Engage with national and global technical experts for developing materials based on latest field evidences and technical updates as required for the program implementation.

**Process and Impact Documentation:**

- Work with Senior Director – National Programs and research team to develop indicators, reporting systems and facilitate research activities to enable collection of required data to document the process and impact of the program interventions.
- Ensure that standardized monitoring and tracking systems are implemented at the field level and the data outcomes are forwarded to the research and evaluation (R&E) units in a timely fashion.
- Ensure that the 'Work-Plan' is updated regularly and provide inputs in preparation of proposals and donor reports as needed.

**QUALIFICATION AND EXPERIENCE**

Candidates suitable for the position:

- Advanced degree in Social Science, Management or Public Health.
- 10+ years' of relevant work experience in project implementation in the area of reproductive health, family planning, etc., with national / international NGOs.
- Excellent understanding of the public health system and reproductive health sector.

- Strong leadership and managerial skills and experience of managing multi-location teams of staff and consultants.
- Strong strategic thinking and program management skills and expertise including budgeting and negotiation skills.
- Experience of managing multi-location, large project budgets.
- Highest integrity, maturity and professionalism.
- Fluency in spoken and written communication in English and Hindi.
- Excellent computer skills with proficiency in standard MS Office applications.
- Willingness and ability to travel 40% of the time.

#### **DESIRABLE QUALITIES**

- Knowledge of abortion care and contraceptive programs in India.
- Experience and comfort in oversight of large-scale budget, human resource and administrative operations.
- Good team player with proven experience of working with large, diverse teams.

#### **TO APPLY**

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last drawn salary and expected salary) to [idf.dpd@sectoraccess.org](mailto:idf.dpd@sectoraccess.org) by January 30, 2018.

#### **Your CV must be accompanied with:**

- Cover letter justifying suitability for the position – role fitment based on present & past work experience.
- Current/last drawn compensation & expected compensation.
- E-mail subject line to state the position name and location of work.
- *CVS WITHOUT COVER LETTERS AND COMPENSATION DETAILS WILL NOT BE CONSIDERED.*

#### **Please note:**

- *IDF management reserves the right to modify the contents of this position description at any time.*
- *IDF is an Equal Opportunity Employer.*
- *Women candidates are encouraged to apply.*
- *Only shortlisted candidates will be contacted.*

For further clarifications, please contact Sector Access at 011 – 46860000 between 10:00 AM to 7:00 PM on weekdays.