

## Vacancy Announcement

**Job Title:** State Programme Manager  
**Organisation:** Population Foundation of India  
**Location:** Patna, Bihar  
**Duration:** One year  
**Reports to:** Director – Programmes, New Delhi

### About Population Foundation of India (PFI)

The Population Foundation of India (PFI) is a national non-government organization at the forefront of policy advocacy and research on population, health and development issues in the country. Today, PFI leads advocacy efforts and works as a think-tank dedicated to promoting and advocating effective formulation and implementation of gender sensitive population, health and development policies, strategies, and programs in the country. Policy advocacy, social and behaviour change communication, community action and knowledge management are some of the key strategies that PFI works on to achieve the organization's goals.

Over the years, PFI has played a catalytic role to address issues relating to gender equality, women empowerment and other social determinants. PFI is committed to serving the economically weak and marginalized sections of society in the high priority districts (HPDs) with poor socio-health-demographic indicators.

### Job Summary

PFI is seeking application for the position of State Program Manager for Bihar. The State Programme Manager is responsible for the anchoring, leading and building PFI's presence in Bihar and exploring possible avenues which corroborate with PFI's mission and core objectives. She/he is responsible for advocating on Family Planning (FP) issues at different forums which should ideally contribute by resulting in repositioning FP in the state. Constant endeavours should be made so that PFI provides the technical support, communication methodologies & BCC tools and support in research and documentation to the government programs and officials at the state level. The person would be responsible for providing the technical, managerial, monitoring and evaluation support to all the ongoing programs led by PFI in the state of Bihar. She/he is expected to build a collaborative and prolific relationship with different stakeholders, development partners in the state who are committed to same cause. She/he has to fulfil the administrative responsibilities, ensure that the project deliverables are met, strengthen team work and maintain an amicable environment in the office.

### Key Responsibilities

- Maintain and strengthen partnerships with key stakeholders and Government in the State especially with Health and Family Welfare and others including the Department of Women and Child Development, Panchayati Raj Institutions, Women's Development Corporation etc. to effectively support program implementation and advocacy.
- Responsible for PFI's state operation, ensuring compliance with PFI's systems, procedures, policies and discipline in the state office; reporting on timely basis on all activities in the state along with weekly reports.
- Looking for opportunities to collaborate with partners in Bihar for all PFI programs and Explore fundraising opportunities.
- Lead and ensure the effective implementation of ongoing programs as well as new initiatives of Population Foundation of India in the state of Bihar.
- Responsible for managing staff/consultants based at state office and districts in Bihar. Provide guidance and technical support and manage performance.
- Support the development of annual and monthly plans for the State programmes
- Conduct regular internal program review meetings with PFI State Team and Program Partners to ensure the achievement of program deliverables.

- Ensure that all expenditure in the state office are in compliance with PFI budget and policies.
- Facilitate agreements and monitor activities of sub-contractors as required, in coordination with the Finance department at headquarters
- Facilitate district level work, through coordination with the District officials to facilitate smooth programme implementation
- Be updated on the activities in the state and take initiative where there is possibility PFI's participation or support.
- Participate and represent in key state and district level meetings and forums to advocate with government, NGOs and CBOs on population and health issues in the state
- Explore and undertake the possibilities where PFIs experience and expertise can be leveraged by state government in the effective implementation of their ongoing programs vis-a-vis, communication materials and skills, reports and studies.
- Ensure the submission of reports covering the progress as required and also support the documentation of the State projects

### **Required Qualification, Experience and Skills**

#### **Educational Qualification**

- Master's degree in social sciences, health or development field from a recognized university.
- Excellent understanding of issues of Family planning, Sexual and Reproductive Health and Community processes.
- Proven skills in advocacy and negotiation.
- Excellent understanding of issues in the field of population research and policy.
- Excellent proficiency in English and Hindi.

#### **Work Experience**

- 8-10 years of experience with at least 6 years of relevant work experience.
- Experience of working at state or national levels in the NGO and/ or government sector, preferably on capacity building, partnership development and coordination.
- Experience in facilitating capacity building efforts of diverse colleagues, including those in partner organizations.
- Experience in leading teams including individuals of varying socio-economic, ethnic, and linguistic backgrounds.

#### **Behavioural Skills**

- Ability to work autonomously, efficiently and in a flexible manner within the project team.
- Familiarity with current political, social and economic trends in the region.
- Good networking skills
- Good Team player and flexible about the challenges of working in a fast-paced environment with shifting priorities.
- Ability to prioritize, complete multiple projects and meet deadlines.
- Ability to maintain consistent attention to details.

#### **How to Apply**

Please send your updated CV with a covering letter describing your suitability for the position to [hrpfi@populationfoundation.in](mailto:hrpfi@populationfoundation.in) latest by April 16, 2018. Please mention the position "**State Program Manager - Bihar**" in the subject line of your e-mail. Only shortlisted candidates will be contacted.