

Job Description:	Senior Analyst - Technology	Responsible to:	Lead- Technology & Communications
No. of direct reports:	1-2	Location	New Delhi
Duration	2 years	Job Function	Information Technology and Program Management
Purpose:	To be responsible for overall technology and digital solutions of the organization including design, development and maintenance		
RESPONSIBILITIES Program Management <ul style="list-style-type: none"> Managing all digital initiatives of PFI and managing overall IT infrastructure of the organization Manage and maintain digital assets such the corporate website, Educately (eLearning portal) and other organizational websites Create landing pages for programme activities as required. Work on analytics and share regular updates on user data for Educately Manage the technological aspects of SnehAI chatbot for all platforms. Development of new technology-based solutions as per programmatic requirements Integration of content and creation of new course structure on Educately website as required. Identify and work with technical and operational vendor partner(s) for development and maintaining digital assets (microsites, chatbot etc.) Managing the content management system for websites including plugin management and basic backend troubleshooting Monitoring and testing of websites, server usage and other digital assets to ensure optimal performance and uptime Support program teams in the implementation and rollout of the program activities including support in developing technology-based solutions. Support in development and implementation of campaigns to drive traffic to web portals as required 		COMPETENCIES <ul style="list-style-type: none"> Resource Centre: Should have experience and understanding of design and development and/ or managing web designs Working together: Successfully works with all the stakeholders, partners, govt. agencies to build an efficient system Excellent IT Knowledge: Excellent IT skills and knowledge of navigations tools for identification and coordination with digital partners Striving for excellence: Manages team and program milestones to deliver high quality results within timelines and as per donor requirements Financial Diligence: Has an ability to develop, manage and control budgets and use financial information to inform program decisions Envisioning: Ability to think big, design and build scalable and sustainable solutions and plans 	
KEY PERFORMANCE INDICATORS <ul style="list-style-type: none"> Support teams in the development of proposal, presentation, orientation and regular program updates Get the new features developed for web portal, mobile and analytics dashboard as and when required Ensure process documentation as key learning experience Support in developing various tools for internal organizational processes for improving operational efficiency Any other IT support required by the Senior Management from time to time. Identify technical and operational partners for the PFI Identify data/ information contributing partners, develop MOUs Ensure efficient and diligent testing and troubleshooting prior to launch Ensure 100% uptime of the websites (PFI, Educately, knowledge portal, SnehAI etc.) Ensure proper coordination and operations of the hub Build multiple data partnership under the aggregator model Be responsible for overall quality, data credibility, risk management of the PFI's digital assets 		REQUIRED SKILLS <ul style="list-style-type: none"> Excellent understanding of Digital platforms and tools associated with interactive & user-friendly web portal development and IT solutions Experience in designing and managing website & content management system such as WordPress 	
		<ul style="list-style-type: none"> Knowledge of web programming languages and programs including PHP, HTML, CSS, JavaScript (NodeJS, ReactJS) etc. Minimum of 5 years of experience in web designing, and relevant experience in using different web development technologies, tools and software. Experience of working on social issues and experience of development projects. Command over content management systems and applications like Word Press, MySQL Database, Apache, Nginx Web Server, AWS and GitHub, CI/CD Pipelines Experience of financial management, including budgeting, and active budget management. Excellent vendor management skills. Preferably has experience and understanding of Family Planning, Adolescent Health, Women's Rights etc. Fluency in written and spoken English 	
		HOW TO APPLY Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by 10 th January 2026. Please include following in the covering letter: Current CTC: Expected CTC: Notice/ Availability to join Please mention the position "Senior Analyst-Technology" in the subject line of your e-mail. Only shortlisted candidates will be contacted.	

ABOUT Population Foundation of India

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. 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 behavior 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.

OUR STRATEGY

Reproductive health and family planning can positively influence and advance the newly laid out Sustainable Development Goals by addressing multiple targets and ushering in an era of development. Access to voluntary family planning has the potential to save lives and help break the cycle of poverty, stabilize population growth and ease the pressure on the environment. It is the most cost-effective development investment.

We believe that health, education and wellbeing of the population is crucial for sustaining just, equitable economic growth and development. For that to happen, change has to happen at three levels – individual, social and systemic or policy levels, ensuring that the country offers a conducive and enabling policy environment for girls and women to claim their rights, agencies of youth to be involved in demanding and supporting efficient and accountable governance and informed policy makers to inspire a vibrant future. PFI will act as a catalyst, a facilitator to offer compelling evidence-based scholarship, thought leadership and convention inform, inspire and initiate actions that will contribute to and strengthen our national plans and priorities. We will realize our mission by building leadership and public accountability, influencing social norms, reframing public discourse and collaborating with national and global initiatives in population studies and family planning. We believe that our mission will significantly contribute to India's commitment to achieving Sustainable Development Goals and FP2020 targets.

OUR VALUES

MUTUAL RESPECT	EQUITY AND JUSTICE
INTEGRITY	WOMEN'S RIGHTS
COURAGE OF CONVICTION	INDEPENDENCE
CORE VALUES	HUMILITY

OUR MISSION

To advance gender-sensitive, rights-based population and family planning policies and actions for a just, equitable and prosperous society.

STRATEGIC OBJECTIVE 1

To advance family planning and reproductive health as drivers of individual rights

- Girls and women are able to take informed choices for exercising their bodily rights without fear or inhibition
- Young people and women are able to access to high quality and affordable family planning services and reproductive health care

STRATEGIC OBJECTIVE 2

To position family planning and population measures as critical drivers of sustainable growth and development in India

- Family Planning and women's rights are national priorities that help realize higher growth and sustainable development.
- Strong rights-based policies, adequate budgets and efficient public institutions help build and sustain quality of life and wellbeing.

STRATEGIC OBJECTIVE 3

To ensure family planning and reproductive health becomes drivers of youth leadership for social transformation at scale

- Gender sensitive family planning and reproductive health rights and services form the fulcrum of all social development plans and actions
- Young people, particularly among women, are leading grassroots transformation towards a just and equitable social system

OUR APPROACH

ADVOCACY:

Global thought leadership, high quality evidence-based narratives to inform and inspire law makers for comprehensive family planning and reproductive health policies; shaping family planning discourses within sustainable

BEHAVIOR CHANGE:

Utilize power of technology and new-age media platforms targeted intervention on reproductive health education and gender sensitive behavior, attitudes and practices of the society, particularly young people

ACCOUNTABILITY:

Promote agency of youth, particularly girls and women, within community led participatory governance initiatives to enhance efficiency and accountability of public systems and delivery services