

Job Description:	Senior Analyst - Youth and Adolescence	Responsible to :	Lead – Technology and Communications
No. of direct reports:	--	Location	New Delhi
Duration	2 years	Job Function	Project Management and Support
Purpose:	Strategic Engagement and Technical Support		
RESPONSIBILITIES <ul style="list-style-type: none"> Anchor and manage Educately and SnehAI for content development, partnerships and operations Lead engagement with participants and manage the digital learning portal for adolescent Sexual and Reproductive Health (SRH) programmes and courses. Lead outreach efforts to strengthen engagement across programmes Provide programmatic and coordination support for the organisation's training and capacity-building efforts especially young people Work closely with resource mobilization team for fundraising activities and proposal development Support national and state level initiatives on Strategic Engagement in adolescent health and well-being Organise and lead catch-up calls/meetings with project partners Anchor end to end project cycle by coordinating with different teams to track the project progress, budget, finances, and reporting Facilitate and participate in meetings, training and workshops with internal and external stakeholders Manage project partnerships and contracts with partners Track project progress as per the work plan and prepare progress reports for different audiences including the donor Represent, share and expand PF's work under Youth and Adolescence in external events, workshops and conferences Establish, maintain and strengthen relationships with government officials in various departments and ministries relevant to the projects Any other task that may be assigned from time to time 		KEY PERFORMANCE INDICATORS <ul style="list-style-type: none"> Participant Engagement & Learning Management for Educately and ARSH for you. Outreach & engagement Across Programmes Technical support to programme teams, communications and technology teams on programme strategy, content and product development related to youth and adolescence Technical inputs to the conceptualization of any resource (job aids/ briefs/ handouts/ training modules etc.) developed for youth and adolescence Support in development of reports, documents, the scope of work, proposals, concept notes and presentations on youth and adolescence for various stakeholders 	
COMPETENCIES <ul style="list-style-type: none"> Working together: Is a team player; works closely within the team as well as with cross functional teams. Communication Skills: Good written and verbal communication skills in Hindi and English Responsiveness: Understands the demands of organisation needs; can identify and respond to urgent tasks Willingness to Learn: Continuously works towards improving professional competence by acquiring new skills Delivering Results: Is goal oriented and takes initiative in identifying alternate methods to ensure high quality results. Adaptability and Initiative: Quickly adapts to organisational demands; is open to taking new challenges Adherence to Policies: Abides by organisational norms and policies all the time Analytical Skills: Ability to research, collate data and analyze Ensuring quality and timely delivery of commitments 		REQUIRED SKILLS <ul style="list-style-type: none"> Minimum Graduation Degree from a reputed educational institution. Minimum 5-7 years in the Non-profit sector with a minimum of three-four years of experience of working with a youth organisation or youth led programmes Prior experience working in Sexual Reproductive Health and Justice including Comprehensive Sexuality Education projects is preferred Proficient in MS Word, Excel, PowerPoint, Outlook, and Internet Explorer 	
HOW TO APPLY <p>Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by January 31, 2026. Please include the following in the cover letter:</p> <p>Current CTC: Expected CTC: Notice/ Availability to join:</p> <p>Please mention the position "Senior Analyst – Youth & Adolescence" in the subject line of your e-mail. Only shortlisted candidates will be contacted</p>			

About Population Foundation of India

Population Foundation of India (PFI) is a national non-government organisation 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 organisation'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

TEAM WORK	MUTUAL RESPECT
COLLABORATION	INNOVATION
DIVERSITY	GENDER SENSITIVITY
CONTEXTUAL RELVANCE	ACCOUNTABILITY
EXCELLENCE	GROWTH

OUR MISSION

We advance gender-sensitive policies and programmes focused on the health and well-being of India's population, especially women and young people.

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