

Job Description	Specialist – State Capacity Building	Reporting	Lead – State Head, Uttar Pradesh
Duration	Until 31 st March 2027 (extendable as per project extension/ requirement)	Location	Lucknow, Uttar Pradesh
No. of Direct Reports	All District based Capacity Building Team members		
Purpose	Since 2023, Population Foundation of India is supporting the Department of Health and Family Welfare, Uttar Pradesh (UP) to strengthen the public health system to improve the delivery of family planning (FP) and sexual and reproductive health (SRH). The project spans 6,100+ villages, 50 blocks across seven high-fertility districts: Bahraich, Balrampur, Barabanki, Gonda, Unnao, Sitapur and Shravasti, impacting the lives of nearly 1.25 crore people. The Senior Analyst-State Capacity Building person will be responsible for designing and leading capacity building strategies across all districts, while providing technical guidance and supervision to district teams, including Government Partnership Officers (GPOs) and Capacity Building Officers (CBOs).		
RESPONSIBILITIES		COMPETENCIES	REQUIRED SKILLS
Capacity Building & Technical Support: - Lead design and rollout of state-wide capacity building efforts, ensuring standardization and quality across districts - Contribute to integrated FP, maternal and adolescent health strategies in programme implementation across districts - Develop annual and district-level training plans and roll-out strategies - Design training modules, Training of Trainers (ToT) content, facilitator guides, and assessment tools for key cadres - Build and manage a pool of master trainers, resource persons, and FP champions - Provide technical guidance, mentoring district teams (GPOs, CBOs) to strengthen training delivery and programme implementation - Support strengthening of institutional platforms (e.g., FP Corners, integrated counselling systems, community engagement platforms) through targeted capacity building - Guide training for frontline workers, community cadres, and institutional stakeholders - Facilitate convergence across departments and stakeholders for sustained implementation	SBCC Integration: - Support integration of SBCC approaches within capacity building and service delivery - Support development of SBCC and training materials to strengthen behavior change - Collaborate with Communications teams to develop messaging, campaigns, and communication content Coordination & Cross-functional Collaboration - Collaborate with internal teams (Programme, Communications, KM) for aligned implementation - Support organizational initiatives, events, and represent PFI on knowledge platforms Financial & Administrative Oversight: - Oversee planning and utilization of training budgets across districts - Guide district teams on financial planning, tracking, and documentation - Ensure compliance with organizational financial and administrative processes Perform any other tasks as delegated by the supervisor	Communication & influencing: Establishes excellent rapport with stakeholders / trainees and possesses an ability to motivate them Striving for excellence: Understands and appreciates the critical role of capacity building in achieving intended program impact, ability to deliver high quality results within timelines Result Oriented: Takes ownership for results, demonstrates flair for quick thinking and possesses positive, proactive, problem-solving approach Working together: Works successfully with partners, govt. departments and within the project team to build overall efficiency and effectiveness. Maintains congenial working relationships with all internal and external stakeholders. Adherence to Policies: Abides by organizational norms and policies, at all times	- Experience of facilitating capacity building and mentoring on FP / SRH - Ability to work with government officials and service providers at State, District and Block - Ability to work collaboratively with district and state teams. - Ability to work in diverse circumstances and flair for quick thinking and problem solving - Experience of financial management, reporting of field expenses - Proficient in MS Office - Fluency in written and spoken Hindi and English. Ability to work in Hindi (writing and typing) will be an advantage - Commitment for inclusion and diversity - Strong interpersonal skills. - Willingness to undertake field visits, as required.

Monitoring & Quality Assurance: - Establish systems to monitor training quality and outcomes (dashboards, tools, reviews) - Conduct field visits for supportive supervision and quality checks - Review performance data to identify gaps and drive improvements - Ensure post-training follow-up to assess application of skills Documentation & Reporting: - Maintain state-level databases on training, trainers, and outcomes - Ensure timely and accurate reporting of capacity building activities - Support development of strategies, develop proposals, concept notes, and implementation frameworks - Support documentation of best practices, success stories, and key learnings - Contribute to programme reviews, evaluations, and knowledge dissemination	KEY PERFORMANCE INDICATORS - Effective planning and roll-out of capacity building initiatives across all districts as per project targets - Quality and standardization of training content, ToTs, and capacity building interventions across cadres - Improvement in functionality of FP Corners and quality of FP counselling services - Achievement of training coverage and outcomes (FLWs, counsellors, and other stakeholders) - Strength of monitoring systems, including timely identification and resolution of gaps through data review and field visits - Quality of mentoring and technical support provided to district teams - Timely, accurate, and comprehensive reporting and documentation - Effective coordination with government stakeholders and internal teams - Efficient utilization of training budgets and adherence to compliance processes	Financial diligence: Complies with financial and due diligence processes	HOW TO APPLY Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by August 14, 2026. Please include following in the cover letter: Current CTC: Expected CTC: Notice/ Availability to join Please mention the position “Specialist – State Capacity Building, Lucknow” in the subject line of your e-mail. Only shortlisted candidates will be contacted.
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About Population Foundation of India

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

TEAM WORK	MUTUAL RESPECT
COLLABORATION	INNOVATION
DIVERSITY	GENDER SENSITIVITY
CONTEXTUAL RELEVANCE	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