

## **American India Foundation (AIF) Program Officer- Public Health, Uttarakhand**

**Position** – Program Officer

**Program** – Public Health

**Location:** Haridwar

**Reporting:** State Program Manager, Public Health, Uttarakhand

### **Background**

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted **6.7 million** lives across **26 states** of India. Learn more at [www.AIF.org](http://www.AIF.org)

### **About MANSI**

Maternal and New-born Survival Initiative (MANSI) utilizes a public-private partnership model to reduce maternal and child mortality by providing resources and support, thus empowering local communities to care for their mothers and children while improving the local health systems.

### **Key Responsibilities:**

The Program Officer (PO) will work with the State Program Manager and support implementation and coordination of major projects and strategic interventions. S/he will be responsible for reporting and coordination.

#### **a) Program Management**

- Support the State Program Manager in planning, implementation and reporting of the program activities
- Lead field-level implementation teams across program districts
- Lead in engaging with local partners and sub-grantee NGOs
- Prepare and monitor work-plans of field teams and partner NGOs

#### **b) Capacity Building**

- Undertake capacity building needs assessment of field teams and partner NGOs, and plan for training activities

- Support in development of training curriculum, materials, job-aids
- Monitor training activities for quality and timely execution
- Plan activities for continued supportive supervision and mentoring

#### c) Documentation and Communication

- Draft program reports – for internal communication and donor requirements, as mandated
- Develop a program communications plan in c-ordination with relevant AIF team members
- Support in developing communication products related to the program – including case studies, social media engagement, audio-visuals etc
- Undertake process documentation of the programs

#### d) Monitoring and Evaluation (M & E)

- Undertake supportive supervision of field teams and NGO partners
- Co-ordinate with M & E personnel at AIF on developing a framework for program
- Support in data analysis and reporting, including data made available by government sources
- Support in undertaking program evaluation studies
- Undertake periodic program review meetings

#### e) Financial

- Support in preparing program budgets including NGO partners
- Oversee compliance of field teams and NGO partners to financial policies and regulations
- Execute financial approvals based on authorization & limits as defined for the position

#### f) Advocacy and Liaising

- Develop rapport with government, partner organizations and civil society members in the program geographies
- Work closely with District National Health Mission Team to align program activities to government led maternal, child and adolescent health programs
- Work closely with allied departments including WCD, Food & Civil supplies, Education and any other department, as necessary
- Participate in district-level committees and meetings chaired by government departments
- Draft a district-level advocacy plan and undertake activities towards achieving set objectives
- Support in state-level advocacy as desired by State Program Manager

Any other task or role, as desired by the State Program Manager and other team members of AIF.

**Eligibility and Qualifications:**

- Graduation or Masters in Medicine, Public Health, Social Sciences, Management or related field. Experience of working in maternal and child health interventions will be an added advantage
- Minimum of three years of experience of implementing public health programs
- Proficiency in English and Hindi
- Proficiency in MS Office

**Reporting:** The position will directly report to State Program Manager- Public Health Uttarakhand

**Position Availability:** Immediately

**Application Process:** To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to [ph.career@aif.org](mailto:ph.career@aif.org) with subject line “**Program Officer- Public Health, Uttarakhand**”.

Deadline for applications: **30<sup>th</sup> April, 2021**

Only applications of short listed candidates will be acknowledged.