

## **American India Foundation (AIF) – Program Manager- Vaccination**

**Position:** Program Manager – Vaccination

**Location:** Delhi and Mumbai with travel to other states

**Duration:** 12 months

**Reporting:** Lead - Vaccination

### **Background:**

AIF is committed to improving the lives of India's underprivileged, with a particular 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).

AIF has launched its Covid-19 Relief work in India focused on strengthening frontline health infrastructure and advancing equitable and accessible vaccination. AIF has worked on securing oxygen supplies for the hospitals & patients, adding bed capacity to frontline government hospitals through the portable hospital model, and other strategies.

Though India has vaccinated over 200 million doses, there is an urgent need to ramp up vaccination across the country. However, significant barriers prevent rapid vaccination of the majority of the population. The challenges can be primarily grouped under individual and community levels – lack of awareness, vaccine hesitancy, lack of access to technology (for registration), access and affordability. Health system – non-availability of vaccines, improper distribution/allocation, lack of prioritization of vulnerable groups, inadequate human resources to scale up vaccination services, and possibly other challenges. AIF intends to improve vaccine acceptance, availability and ultimately delivery.

The overall objective of AIF' strategy is to ensure the vaccination of 1 million people belonging to vulnerable segments of society. AIF will initially partner with six state governments and roll out the programme in rural areas and several cities to vaccinate at least 1 million people.

### **Job Summary:**

The Program Managers (PM) will be responsible for delivering the COVID-19 vaccination program in the priority states targeted under the AIF's vaccination programme. The PM will also need to undertake frequent travel and remote coordination in the target locations across two or more states. In addition, they will be responsible for supporting the Lead -Vaccination with implementing the vaccination programme in a timely and quality manner in line with AIF's standard operating procedures and mandate. The Program Managers will be expected to

collaborate with multiple stakeholders, including the governments, donors, vendors and various programs/ functions units of AIF.

**Key Roles & Responsibilities:**

- Supervise the vaccination programme in the AIF priority states. PMs will also be responsible for coordinating the programme in the priority states and the urban locations.
- Coordinate with various state partners, including the state and district government departments, and municipal corporations to roll out the vaccination programme
- Support with documentation and development of agreements and reports for various partners and donors.
- Setting weekly goals in coordination with various stakeholders –NGO partners, hospitals, government, community and donors – and ensuring goals are met in time
- Support in finalizing and implementing the Operational Plan for communication strategy and campaign for the vaccination program in the priority states.
- Coordinate with the NGO mobilization partners for visibility and branding of AIF’s vaccination programme
- Implement the vaccination program on the ground as per the micro plan for the most in-need communities
- Support in undertaking joint visits to the vaccination sites by various partners, donors and AIF staff.
- Assess and identify locations in need of vaccination support keeping the most unreachable communities in mind
- Work with government and other agencies implement end to end vaccination plans, including awareness, micro plan and monitoring plan.
- Financial management ensuring spending projections and forecasts
- Develop and follow partnership, procurement, recruitment and monitoring plans
- Monitor/track spending across projects, reviewing projections and progress regularly
- Reporting project progress both internally and to the external stakeholders, including an end of project report
- Ensure project documentation is audit-ready
- Any other activities that the Vaccination lead may assign

**Skills & Competencies:**

- Experience of working in humanitarian emergency programs, preferably in public health
- Post Graduate Degree (preferred) in public health, disaster management, Social Sciences or Management or equivalent field experience
- Experience of Routine immunization/ immunization drives
- Previous experience of managing projects and primarily related to COVID19 response
- Understanding of core humanitarian principles
- Proven analytical skills and problem-solving skills
- Excellent results-orientation and time management skills
- Ability to execute plans speedily and adapt to changing needs

- High level of team management and interpersonal skills and exhibits self-awareness
- Proven track record of developing and encourage new and innovative solutions
- Excellent written & verbal communication skills; sound representational abilities
- The capacity and willingness to be highly flexible and accommodating in difficult and sometimes insecure working circumstances
- Willing to travel extensively to and within various locations as mentioned above.
- High personal and professional integrity.

**Relationships:** Position reports into: Lead - Vaccination

**Other:** Salary commensurate with experience.

**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 [recruitments@aif.org](mailto:recruitments@aif.org) with the subject line "Program Manager – Vaccination".

**Deadline for applications:** 28<sup>th</sup> September 2021

Only applications of shortlisted candidates will be acknowledged.