

## **American India Foundation (AIF) – Program Manager – Public Health**

**Position:** Program Manager, Public Health

**Function:** Public Health

**Location:** Gurugram

**Reporting:** Director, Public Health

### **Background of the Organization:**

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 9.2 million lives across 29 states of India. Visit [www.AIF.org](http://www.AIF.org) to learn more about AIF's work.

### **Background of the Programme:**

Maternal and Newborn Survival Initiative (MANSI) is a public-private partnership seeking to reduce maternal and child mortality by providing care, resources, and support to empower local communities to care for their mothers and children – and improve local health systems. By promoting social cohesion through mobilizing communities for collective action and increasing healthy deliveries in institutional settings by leveraging a government maternity incentive scheme, AIF is instituting a system for sustainability at all levels for the community and local Health Ministry to uphold over the long term.

### **Job Summary:**

The position is responsible for the overall operational support in Advocacy, Implementation and Partnership management in Delhi NCR for public health related interventions. The position will assess the health financing needs of priority districts and advocate for appropriate budget allocation and promote increased/optimal expenditure of approved budgets in the state plans. The position shall support in resource mobilization in co-ordination with the Strategic Partnership team at AIF.

### **Key Responsibilities:**

#### **1. Advocacy:**

- Establishes and maintains regular contact with the government officials, project implementing partners at state and district level and contribute to policy advocacy for adopting innovative approaches of demand generation and service delivery.
- Undertake needs assessment of priority districts for annual financial allocations to maternal, child and adolescent health programs.
- Influence budgetary provisions in PIP(state annual plans) based on the district needs.
- Engage with district governments for periodic monitoring of expenditure of allocated budget and ensure optimal utilization.
- Engage with state and district governments to encourage adoption of best practices in ensuring health of adolescents, children and women.

## **2. Building Partnerships and Resource mobilization:**

- Help in identifying credible partner NGOs who can partner with the foundation to develop and implement the program that will positively impact health outcomes.
- Provide technical assistance and leadership support to implementation partners.
- Network with alliances and other likeminded organization for replication of project on co-funding mode.

## **3. Programme Implementation:**

- Work closely with partner organization and ensure that project objectives and targets are met through participatory project planning and strategy development. Conceptualize and articulate strategies for refining or assessing promising areas to address public health issues.
- Support in the establishment and monitoring of standard operating procedure for system strengthening and quality improvement.
- Coordinate overall program and oversee office management and grants agreement compliance. Make critical contributions to effective grant implementation by managing and solving challenges.
- Facilitate in developing strategies with timeline for sustainability and replication and a smooth transition of human resources.

## **4. Capacity Building:**

- Facilitate and coordinate high quality and timely trainings of project staff and other stakeholders.

## **5. Monitoring and Evaluation (in co-ordination with LEI team at AIF):**

- Coordinate with government, implementing partners and consultants in conducting routine monitoring, baseline, midline, end line surveys, and facility-based assessments of AIF projects.
- Facilitate the development, implementation and strengthening of MIS. Undertakes field visits to monitor programmes as well as conducting periodic programme reviews with government counterparts and other partners. Provide feedback to senior management on a regular basis.
- Rigorous impact assessment, monitoring and subsequent documentation and dissemination of the results leading to the further scale-up of models.
- Prepare regular monitoring reports, both for AIF donors and internal audiences, on the progress being made by the NGOs and the outputs, outcomes and impacts.

## **6. Budget Responsibilities:**

- Periodic joint review of project implementation plan and budget expenditure control.

## **Key Skills and Competencies:**

- Masters in social sciences/public health management or a related field. In depth understanding and knowledge of the maternal, newborn and child health and nutrition sectors.
- Minimum of 10-12 years of experience in programme monitoring and implementation.
- Deep knowledge of State government structures and previous experience of working with these structures.
- Demonstrated skills to mentor partner staff in delivering their job responsibilities meticulously.
- Ability to network and negotiate effectively with a wide range of stakeholders to achieve the objectives of the program.

- Fluency in written and spoken Hindi and English.
- A self-starter who can perform with minimal supervision
- Managerial, analytical, negotiating, communication and advocacy skills.
- Good financial understanding to ensure effective programme implementation
- Ability to travel to remote and rural areas of State up to 30%.

**Others:** Salary will 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 along with the current and expected salary to [ph.career@aif.org](mailto:ph.career@aif.org) with subject line **“Program Manager – Public Health”**

Deadline for applications: **24<sup>th</sup> September, 2021**

Only applications of shortlisted candidates will be acknowledged.