

American India Foundation (AIF) – Project Manager- Vaccination

Position: Project Manager – Vaccination

Location: Nagaland with travel to other states

Duration: 6 months

Nature of Employment: Contractual

Reporting: Program 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.

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.

The overall objective of AIF's vaccination strategy is to ensure the vaccination of 1 million people belonging to vulnerable segments of society. This will include vaccination of at least 25,000 individuals in the state of Nagaland.

Job Summary:

The Consultant will be responsible for delivering the COVID-19 vaccination program in Nagaland under the AIF's vaccination program. The incumbent will also need to undertake travel, if required. In addition, s/he will be responsible for supporting the Program Lead -Vaccination with implementing the vaccination program in a timely and quality manner in line with AIF's standard operating procedures and mandate. The incumbent 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 program in Nagaland. S/he will also be responsible for coordinating the program in the state – rural and urban locations.

- Coordinate with various state partners, including the state and district government departments, and municipal corporations to roll out the vaccination program.
- 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 state.
- Coordinate with the NGO mobilization partners for visibility and branding of AIF's vaccination program.
- 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 unreached 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, review 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
- Proven analytical skills and problem-solving skills
- Ability to execute plans speedily and adapt to changing needs
- Excellent written & verbal communication skills; sound representational abilities
- Willing to travel
- High personal and professional integrity.
- Preferably from Nagaland or have stayed there for more than a decade.

Relationships: Position reports into: Program 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 "vaccinationrecruitment@aif.org" with the subject line "Project Manager – Vaccination". You may also add your current compensation details for better visibility.

Deadline for applications: 28th October 2021

Only applications of shortlisted candidates will be acknowledged.