

American India Foundation (AIF) – Program Officer – Public Health

- Position – Program Officer
- Program – Public Health
- Location - Gurgaon
- Reporting – Director, Public Health & Program Lead – Humanitarian Program, Vaccination

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 9.2 million lives across 29 states of India. Visit www.AIF.org to learn more about AIF's work.

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:

- Support Program Director - Public Health in programmatic and financial management of the program.
- Support Program Director - Public Health in developing proposals, presentations and any other documentation as and when required.
- Work on innovative ideas/formats and concepts while developing proposals.
- Conduct project reviews and periodic update checks with state project team to ensure that the project is progressing as per schedule and within budget restraints
- Prepare work plan as per the project activities and guidelines
- Facilitate incoming monthly programmatic and financial reports from various State teams.
- Support Program Director- Public Health in consolidation and preparation of programmatic and financial reports.
- Develop and maintain accurate documentation for program activities and deliverables
- Work closely with the state program team to analyse data and take steps to ensure any gaps in quality strengthening are plugged
- Ensure confidentiality and security of the program data and information
- Ensure timely submission of all required reports to donors and ensure programmatic and financial compliance as per project requirement and donor specifications in conjunction with finance team
- Collaborate with staff in other program/function teams as required, particularly in matters requiring finance and budgeting from a programmatic perspective
- Co-ordinating & assisting the Business Development team for various donor deliberations
- Assist in provision of data- driven information that contributes to the process of descriptive and analytic information routinely collected and reported regarding program evaluation
- Financial management of all the program projects – budgeting, forecasting, tracking and reconciliation of the various project budgets.
- Preparation of MoU's for NGO partners and coordinating with them for tracking deliverables.

- Monitor the day-to-day operations of the program from national PH team in an effective and efficient manner
- Focal point for all data for the respective programme component and maintain data bank of the same.
- Partnership management, coordination and networking related to vaccination program.
- Documentation related to the program.
- Holding administrative responsibilities pertaining to the program.
- Any other job assigned by the line manager as per the requirements of the program.

Key skills and competencies:

- Graduate / post graduate degree with at least 3-4years of experience in program administration or management, finance or a related field
- Ability to analyze budgets and financial reports;
- Keen understanding of and interest in disciplines related to Health, Finance and Budgeting
- Ability to work under pressure and manage tight deadlines with least supervision
- Excellent team player with a commitment to team building
- Should be willing to travel to project locations
- Good communication and documentation skills
- Data management and good presentation skills are essential for this position

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 with subject line “**Program Officer – Public Health**”.

Deadline for applications: **26th November, 2021**

Only applications of shortlisted candidates will be acknowledged.