



Job Title: State Programme Manager- Vihaan Project

Location: Raipur-Chattisgarh

Reporting to: Programme Manager- Vihaan Project

Division: Technical Support Division

Remuneration: Salary will commensurate with experience of the candidate and past salary drawn.

About HLFPPPT:

HLFPPT is a not-for-profit organization promoted by HLL Lifecare Ltd implementing programs on reproductive & child health, HIV & AIDS prevention and care in partnership with international development agencies, State governments and Ministry of Health & Family Welfare, GOI. For more information, visit website www.hlfppt.org . HLFPPPT is implementing Vihaan program as SR of Alliance India and wishes to recruit State Program Manager for the state of Chhattisgarh based at Raipur.

KEY ROLES & RESPONSIBILITIES:

1. Programme Management and Development: *To effectively implement and manage Vihaan programme and the programme components.*

- Lead, support and manage the development and implementation of various programme implementation plans and budgets including of the Sub- Sub Recipients (SSRs)
- Contribute to the development and implementation of effective monitoring, review and evaluation strategies and activities for the programme against agreed project deliverables
- Work with other members of the Vihaan programme, especially those working on M&E, Finance, Advocacy and Capacity Building to liaise with SSRs in preparing and submitting programme and other reports to Alliance India and SACS on a regular basis, as required, for internal and external use
- Review, analyse and provide quality and timely feedback on programme reports and other documents relating to programmes and SSRs
- Analyse and document the progress, impact, challenges and lessons learned of the programme.
- Maintain and coordinate effective relationships with Alliance India, SACS, DAPCUs and/or any other development partners in the state/region
- Contribute to operational research related to Vihaan programme
- Contribute to the development of tools and resources for HLFPPPT and SSRs in care and support programming

2. Capacity Building and Technical Support to SSRs: *To develop the programmatic and technical capacity of programmes HLFPPPT, SSRs and team members to effectively manage and deliver a quality care and support programme*

- Assess the programmatic, organisational and technical support needs of programmes for HLFPPPT and SSRs
- In coordination with team members, identify needs and develop capacity building plans of SSRs relating to key deliverables under Vihaan programme
- Lead on developing programme guidelines as well as assist in the development of capacity building manuals for the SSR partners
- Directly provide and facilitate the delivery of technical assistance and capacity building support for strengthening the programme and organisational development of SSRs
- In collaboration with the Finance & Administration team, review partners financial systems and procedures and facilitate specific technical support in areas including overall programme budgeting, financial management, internal control systems and grants management
- Identify, procure and manage any relevant external technical support that may be required for the programme and SSRs
- Monitor, review and evaluate the progress and impact of capacity building programmes

- In conjunction with Finance and Administration team assess, identify and develop individual capacity building needs of (name of the organization) team members, and develop staff training plans
- Lead and contribute to the HLFPPT technical capacity to address the care and support needs of PLHIV community

3. **Team Planning and Development:** *To work effectively and collaboratively as a key member of HLFPPT Programme team.*

- Contribute to the planning, co-ordination and implementation of the Vihaan programme work plan
- In collaboration with the senior management, develop strategic direction and workplans (as appropriate) for the Vihaan programme
- Work closely with other members of the Vihaan programme team to develop and implement appropriate programme and technical support strategies
- Contribute to HLFPPT organisational strategic planning processes
- Lead the team, through continuous encouragement, setting clear work /activity plans and close monitoring on the quality aspects of deliverables through a lead by example approach

4. **External Relationships and Networking:** *To develop and maintain appropriate external relationships to foster greater understanding and support for the Vihaan programme and to mobilize additional resources for meeting the care and support needs of PLHIV*

- Work closely with the senior management to establish, maintain and strengthen effective relationships between HLFPPT and key stakeholders, including State AIDS Control Societies, District AIDS Control Prevention Units (DAPCU), SSRs and civil society organisations involved in HIV/AIDS programmes, in particular those working in Prevention, Treatment, Care and Support
- Initiate and organize regular meetings of the State Oversight Committee in the state/s to facilitate effective implementation of the Vihaan Programme. This includes close coordination with SACS, SSRs and other stakeholders
- Participate, as required by the senior management in relevant external committees, partnerships and consortia, which involve HLFPPT, as member
- In close consultation with the Advocacy team, identify key advocacy issues at the state and districts levels, and where necessary provide support to SSRs to develop and implement effective advocacy strategies and activities
- Contribute programme learning to Alliance India communications and knowledge management initiatives, ensuring the communication of best practice recommendations about care and support related issues are promoted within Alliance India and to external organisations
- Where possible collaborate in research initiatives on care and support in the Vihaan programme. This may include operational research projects and multi-sectoral seminars to share experiences.

➤ **Qualification/Work Experience:** Master's degree in social sciences, health or development field (or equivalent). **At least 5 years** of relevant project management experience in the health or development sectors, including at least 3 years' middle management experience. **Minimum 2 years** experience working in HIV Care Support Programmes, including experience working with PLHIV and networks.

Demonstrated experience of project proposal development and budget preparation, donor relations and donor M&E and reporting systems. Excellent skills in using MS office. Ability to work effectively in teams as well as independently. Ability and willingness to undertake travel within India. Excellent analytical, writing and verbal communication skills.

The interested candidates should send their detailed application along with CV within ten days after publication of this advertisement to:

Deputy Manager HR (Recruitment)

Hindustan Latex Family Planning Promotion Trust
B-14 A, Sector 62,
NOIDA, UP – 201301

or E-mail at careers@hfppt.org mentioning “**Application for the post of**” in the subject line of E-mail or on the top of the envelop if sent by post.