



JOB DESCRIPTION

About HLFPPPT:

HLFPPT is a not-for-profit organization promoted by HLL Lifecare Ltd implementing program 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

(1) Job Title: Project Officer –TI

Reports To: Team Leader- TI

Location: Andhra Pradesh, Madhya Pradesh & Chhattisgarh

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

Key Roles and Responsibilities (KRA's):

The Project Officer directly manages a given number of projects/area/NGOs and s/he will be responsible for those projects. She/he will develop appropriate implementation plan and do the day to day management of the projects assigned to him/her. He/she undertakes monitoring and evaluation activities in consultation with and with the support of the M&E team, develops necessary management reports, provides project management guidance to NGOs and community and ensures target achievement and quality in project performance.

She/he will work in coordination with the other teams within the projects. She/he will initiate linkages building with all external stakeholders in relation to the projects being line managed by him/her.

➤ **Technical Support to partner NGOs in TI Project design, implementation**

- Implement the interventions among the target group belonging to the projects/ areas assigned to him/her.
- Develop plans for effective implementation of the program in the areas assigned to him in order to achieve the program objectives: develop annual; quarterly and monthly plans of his/her projects/NGOs/functional areas.
- Suggest the budget requirement for the interventions in the projects/NGOs/area assigned to him/her.
- Provide continuous support to Partner NGOs in implementation of the project through regular and planned field visits to ensure that the project implementation progresses as per the plans made provide guidance to improve the performance and to provide on the job consultancy and training to NGO staff.

➤ **Capacity Building**

- Coordinate with the STRC team for the capacity building of NGOs and community in the areas like institutional building/ community based organizations, communication, project management, documentation and so on for effective project implementation.
- Support the CB and BCC teams in developing proper training and communication materials.

➤ **Community Mobilization**

- Provide support to Partner NGOs to develop joint program for effective implementation of the project at district level.
- Lead the Partner NGOs with encouragement and technical input to formation of community based organization and support them in building up CBO competency.

➤ **M & E and Reporting:**

- Undertake periodic review with the NGOs belonging to the areas assigned to him of the implementation plans and revise the plans to accomplish the planned activities.
- Provide constructive feedback to the Partner NGOs for all the reports received and analyze the same in relation with Project Objectives.

- Lead with the assistance of the M&E team the process of installation and regular and proper operation of monitoring and evaluation systems with a proper MIS/CMIS at all levels of operations.
- Support the Partner NGOs in timely reporting with the required level of quality to meet the project reporting requirements.

Qualifications:

Masters degree in Social Sciences, Public Health, Management or a related field. The candidate should have work experience of 5 years in development sector with one year of HIV/AIDS or health preferably in supervisory capacity and sound understanding of issues related to high risk group population. Excellent knowledge of Local language and English (Speaking, Reading and Writing). Willingness to travel extensively.

Women candidates are encouraged to apply.

Pls. Note: The interested candidates should send their detailed application along with CV within seven 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 <location>” in the subject line of E-mail or on the top of the envelop if sent by post.