



We invite applications from eligible candidates for **Multiple Positions** for IUCD Project based at Himachal Pradesh. Following is the brief of job profile:

Project Profile: HLFPPT proposes to build capacities of all ANMs/LHVs/Staff Nurses and Medical officers positioned at Sub-Centres, PHCs and CHCs, on IUCD insertion through 'No-touch technique of IUCD insertion, in selected priority states. We invite applications from eligible candidates for the following positions:

Job Description of Multiple Positions for IUCD Project

1. State Program Coordinator:

State: Himachal Pradesh

Qualification: Post graduate degree in social sciences/MBA with at least 4 years of experience in development sector preferably working on health related programmes .

Key Roles & Responsibilities:

- Establishing Liason and network with State and district level authorities for smooth functioning of the program. Holding sensitization meetings with State and District health officials/societies about the project. Assume responsibility of all activities at field sites and take preemptive steps to avoid/manage troubleshooting. Arranging and coordinating for the space and participants in batches with the help of related officials. Review of project activities with the field staff and training teams and sharing of the same with state/ district health officials. Assisting regional coordinator in overall implementation activities of the project. Prepare project reports and submit it to assigned authority. Ensure Documentation of best practices and case studies. Ensure 5% follow-up visits for total insertions by trained participants. Any other work as and when required under the project.

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

2. MIS Officer:

State: Himachal Pradesh

Qualification: Post Graduate/ Graduate in Social Sciences/ Public Health from reputed institution with 2 – 3 years of experience in data management.

Key Roles & Responsibilities:

- Develop appropriate MIS framework to ensure effective data management and monitoring in the project with inputs from the program team. Coordination for timely collection of reports from staff
- Management of data entry and preparation of analytical reports for action, based on the data received . Maintaining and updating correct data base covering all activities of the project
- Providing adequate direction and support to the project team for further action. Conducting field visits and support in documenting case studies, success stories, learnings' and challenges in project
- Other work responsibilities as assigned by Program Manager

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

3. Finance and Administrative Officer :

State: Himachal Pradesh

Qualification: M. Com with at least 2 – 3 years of experience in managing finance and day to day administrative activities of a unit.

Key Roles & Responsibilities:

- Maintain books of accounts on accrual basis. Ensure that the account lines are created in the accounting system as per the approved budget lines and donor approved budget lines. To be part of procurement committee for items to be procured for the projects. Ensure all the bills of specific parties related to travel, hotel bookings, conferences etc. are reviewed and process for payment in time and take care of TDS procedures. Ensuring timely payment of salaries and related benefits in line with organizational approvals and norms and statutory requirements; Assist Finance Manager in Central team, for Monthly reconciliation of corporate accounts and project accounts and fulfill other financial activities related to the project. Ensure timely preparation the financial reports required to comply with statutory laws balance sheet, income & expenditure account & receipt and payment account on a quarterly basis. Ensure all the reconciliations (Bank, Advances, Accruals, etc.) are made on monthly basis and follow-up are done accordingly; Hire and manage local staff as project requires. Ensuring for cost effective procurement of stationery items, training and other materials, spares and consumables for the project. Manage vendor payments. Carry on the routine administrative tasks at the state office (Travel/ taxi /hotel bookings, arrangements of trainings/ meetings, courier of letters, parcels etc.)

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

4. Field Officer (State Level Position):

State: Himachal Pradesh

Qualification: Graduate with at least 2 year experience in development sector

Key Roles & Responsibilities:

- Responsible for three - four districts of the state as specified by HQ. Coordinate with DH, CHC, PHC level health official for effective planning and implementation of the trainings. Coordinate and organize logistics for trainings at district and sub-district level for service providers. Manage communication activities and facilitate visibility of IUCD through use of communication material at various key locations like PHC, SC etc. Attend monthly meeting of ASHAs at PHC level to discuss and strengthen use of IUCD as family planning measure. Encourage post IUCD insertion follow-ups through ASHAs for improved retention of IUCD. Verify records provided by ASHAs and provide incentive to them as described in the project. Conduct 5% follow-up visits for total insertions by trained participants. Assist state program coordinator in planning, execution and monitoring related to the project. Collect and review all the financial documents, verify and submit to the point person. Submit periodic reports of all activities under the project, as would be directed. Submit monthly compiled time sheet of activities carried out in districts. Any other work as and when required under the project.

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

5. State Training Team (State level positions):

State: Himachal Pradesh

Position (i): (Doctor) One in each team

Qualification: MBBS preferably with experience in IUCD insertion

Key Roles & Responsibilities:

- a) Providing support in coordination with the authorities at district hospital and CHC for the arrangement of trainings, obtaining the list of participants and finalization of date and venue. Lead the trainings conducted for health care providers from CHC/ PHC and SC at District Hospital or CHC. Facilitating hands on experience for IUCD insertion on Zoe's models and clients as per protocols. Developing innovations and best practices in clinical trainings. Supporting and guiding in effective documentation and reporting of the training activities. Responsible for maintaining coordination with state coordinator and Technical consultant.

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

Position (ii): (Nurse) One in each team

Qualification: B. Sc Nursing/ GNM with at least 3 years of experience (Sr. nursing personnel/ DPHN/ Faculty of Nursing School)

Key Roles & Responsibilities:

- a) Coordination for arrangement of trainings and conducting pre training activities. Conducting trainings for health care providers from CHC/ PHC and SC at District Hospital or CHC. Facilitating hands on experience for IUCD insertion on Zoe's models and clients as per protocols. Supporting in effective documentation. Work as an effective team member

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

Position (iii): (Counselor) One in each team

State: Himachal Pradesh

Qualification: MSW/ Diploma in counseling with 3 years of experience preferably at a health care facility

Key Roles & Responsibilities:

- a) Coordination for arrangement of trainings and conducting pre training activities. Conduct trainings for health care providers from CHC/ PHC and SC at District Hospital or CHC. Preparing material and leading the sessions on counseling and IPC. Primarily responsible for effective documentation and reporting of the training activities. Work as an effective team member

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

Please 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**” in the subject line of E-mail or on the top of the envelop if sent by post.