



Job Description

Job Title: Senior State Program Coordinator- IUCD Project UP

Location: Uttar Pradesh

Reporting: Regional Coordinator

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 program in Social Marketing, Social Franchising and providing technical consulting to HIV/AIDS, RCH program in the country. We work in partnership with international development agencies, State government, NACO, Ministry of Health & Family Welfare and GOI.

Job Summary

Establish and maintain excellent rapport with government and non-government counterparts, public and private sector provides, professional associations, other key stakeholders and partners to ensure timely completion of project activities as per the MoU with State NHM. Work in close coordination with govt. to identify barriers in implementation and develop plans to overcome them; Find out workable solution for Identified problems in logistics, supplies, and consumables and report back to the concern person. Update national office about progress and achievement to facilitate dissemination and diffusion.

Key Roles & Responsibilities:

- Supervise and guide state or district staff in managing budgets, timelines, and efforts to implement program activities according to MOU.
- Institutionalize mechanism to monitor implementation against plans and expenditure against proposed budget.
- Establish a collegial and collaborative working environment within the state team & district team members.
- Initiate opportunities for collaboration, contribution, and joint action with govt. and other health partners to improve the training quality and program deliverables.
- Advocate for the regular periodic review meeting by the state NHM unit.
- Facilitate the process for nomination of HLFPPPT as member of different committee constituted under NHM to discuss and review FP and other issues.
- Conduct monitoring visits and provide inputs to assure maintenance of quality standards. Monitor data quality and conformity to Quality Assurance/Quality Improvement systems and processes.
- Support MIS in ensuring project follows appropriate M&E systems. Encourage for the inclusion of best practices, lessons learned, and reflective learning in the periodic report.
- Prepare consolidated weekly, quarterly, and annual report summarizing performance and achievements as per plan.
- Update National office about the progress and achievement on regular basis.
- Any other work as and when required under the project.

Candidate Profile (Qualification and Key Competencies & Skills):

- Post graduate degree in social sciences/MBA with at least 4 years of experience in development sector preferably working on health related programmes.
- Ability to motivate and facilitate joint action, collaboration, innovation, and problem solving
- Results oriented, and able to plan, implement and complete tasks independently and on time.
- Able to establish and maintain excellent networks with public and private sector stakeholders.
- Able to function effectively as part of a diverse, multi -disciplinary multi-organizational team.
- Innovative, creative, and action oriented.
- Excellent interpersonal and communication s kills and team orientation
- Expertise in family planning, reproductive health, or maternal & infant health
- Ability to speak, understands, read and writes in Hindi and English.

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 Senior State Program Coordinator- IUCD Project UP**” in the subject line of E-mail or on the top of the envelop if sent by post.