



Job description for District Level Positions

Name of the Organization: Hindustan Latex Family Planning Promotion Trust
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 the Ministry of Health & Family Welfare, GOI. For more information, visit website www.hlfpt.org

Hindustan Latex Family Planning Promotion Trust (HLFPPT) A trust promoted by HLL Lifecare Limited HLFPT invites application for a RH framework project for Odisha state for the following district positions .

- **30 Sales Representatives/ Executives (SR) - positions**
- **30 Outreach Workers (ORW) positions**
- **12 Franchising Outreach Workers (FORW) positions**

Key roles and responsibilities of the district level position

1. Sales Representatives/ Executives (SR)- 30 positions

- Establish adequate number of outlets in each of the villages under their coverage, ensure regular sales calls, product placement and trade promotions
- Network with local level authorities, government, semi-government and non-government organizations of the smooth functioning of the sales activities
- Support the Area Marketing Managers in conducting retailer and community-level health worker meetings, along with any other activities as decided from time to time.
- Submit all documentation, reports and expense statements within defined limits of time

2. Outreach Workers (ORW)- 30 positions

- Dissemination of information regarding reproductive health through Market Town Activities, community meetings, VHND activities, umbrella activities, activities on special days and other activities as decided from time to time
- Network with local level authorities, government, semi-government and non-government organizations of the smooth functioning of the awareness activities
- Submit all documentation, reports and expense statements within defined limits of time

3. Franchising Outreach Workers (FORW) – 12 positions

- Dissemination of information regarding the clinic network through regular interfacing with the L3 referral member network
- Network with local level authorities, government, semi-government and non-government organizations of the smooth functioning of the clinic network
- Ensure collection of service statistics and all reports from the service providers / clinic network on a timely basis
- Submit all documentation, reports and expense statements within defined limits of time

Eligibility:

Intermediate (10+2) / Graduate with 1-3 years of experience in Hardcore FMCG marketing in Odisha. Field visit and travel are required as per the as per the job and responsibility and the candidate should be open for travelling to field areas. Be fluent in the local language, Odiya. Be fluent in the local language, Hindi and English. Have past experience of working with communities.

Location : District Level

Reporting to : Area Manager Marketing /Area Manager Franchising

SELECTION PROCESS:

Please send an updated CV, with a covering letter explaining your suitability for the above mentioned position to odisha@hlfppt.org before 5PM on 29th April 2011. Write a covering Letter, maximum 1 page, highlighting your experience related to the post you have applied for. Kindly indicate the position and place you are applying for in the subject line and the preferred district to work in your letter. For further details please contact: 0120- 4231060, 09958075134, 80658222088 For further detailed information please login to www.hlfppt.org

Shortlisted candidates will be informed and called for a district and zonal level walk in interviews at Odisha.

Salary and compensation : The above positions are promising & have better compensation packages. Compensation will not be a constraint for the right candidate(s).

The last date of application by 29th April 2011