



## **JOB DESCRIPTION: ESIC-HLFPPT KARNATAKA SANKALP PROJECT**

- 1. Job Title:** Assistant Outreach Officer
- 2. Name of Incumbent and Grade:**
- 3. Department:** ESIC-HLFPPT Sankalp Project- Karnataka
- 4. Reports to –** Manager Outreach
- 5. Immediate Level Sub Ordinates:** NGOs
- 6. Objectives of the Job (summary of the position)**

The outreach officer will be responsible for coordinating all the outreach activities between the projects the implementing partners. She/he will guide and support the NGO partners in implementing all the planned outreach activities. She/he will also monitor and review all the outreach activities periodically. He/she will also look after the training and communication activities of Sankalp project.

### **7. Principal Duties and responsibilities**

<b>Area of Responsibility</b>	<b>Critical Tasks</b>
1. Monitoring NGO for implementation of outreach activities	<ul style="list-style-type: none"><li>• Guide and support in implementation of all outreach activities</li><li>• Develop appropriate strategies for outreach activities.</li><li>• Develop annual, quarterly and monthly action plans for outreach.</li><li>• Coordinate with the project for implementation of planed outreach activities.</li><li>• Periodic review and monitoring of outreach activities</li><li>• Document the implementation of process of outreach activities.</li></ul>
2. Training and communication activities	<ul style="list-style-type: none"><li>• Develop annual, quarterly and monthly action plan for training and communication activities</li><li>• Organizing periodic training and communication activities for outreach and workplace interventions</li><li>• Ensuring timely procurement and distribution of communication materials to the field level staff</li></ul>

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|  | <ul style="list-style-type: none"><li>• Stock maintenance of communication materials developed for Sankalp project</li></ul> |
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### **8. Authority Limits**

To oversee linkage between services within the project and provide necessary support to NGO partners and other team members.

### **9. Reporting Requirements**

- (i) Weekly review with the Programme manager
- (ii) Monthly Program Update.
- (iii) Quarterly Report
- (iv) Annual Report.

### **10. Key Evaluation Parameters for Performance Appraisal**

- Coordination between project and NGO partners
- Coverage of target population
- Implementation of all planned activities
- Guidance and Support given to NGO partners
- Coordinating training and communication activities for Sankalp project

### **11. Qualification and work experience**

- Post Graduate/ Graduate in Social Sciences from reputed institution
- Previous experience of 3 years in outreach and social mobilization
- Minimum 2 years experience in the development sector.
- Experience of working in health sector, especially in area of Nutrition, Lifestyle Diseases, Vector Borne diseases, RCH and HIV/AIDS.
- The candidate should have good knowledge of public health and capacity to coordinate with multiple partners

### **12. Competency**

- Previous experience in Nutrition, Lifestyle Diseases, Vector Borne diseases, HIV/AIDS prevention programmes and other RCH health related programmes will be preferred.
- Excellent knowledge of local language (Speaking, Reading and Writing) will be an added advantage.
- Willingness to travel.
- Ability to cooperate with others and work in a participatory manner to achieve established goals, Adaptability and flexibility
- Compassion, tact and sensitivity to the needs of others
- Ability to cooperate with others and work in a participatory manner to achieve established goals

**13. Terms of employment:** The position will be on contract for one year. The salary structure as budgeted in the proposal is Rs. 3, 00, 000/ per annum (CTC)

**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](mailto:careers@hfppt.org) mentioning “**Application for the post of Assistant Outreach Officer – Sankalp Karnataka**” in the subject line of E-mail or on the top of the envelop if sent by post.