

Divisional Project Coordinator

Reports to: <ul style="list-style-type: none"> • Direct Supervisor: Project Manager 	Classification <ul style="list-style-type: none"> • Regular Full-time
No of positions: 2 Assigned Districts: <ol style="list-style-type: none"> 1. Mewat & Palwal District in Haryana 2. Faridabad & Gurgaon District in Haryana 	Project End: 9 months approx.. Directs: None
Pathfinder Overview <p>Pathfinder International is a global leader in sexual and reproductive health. We place reproductive health care at the center of all that we do—believing that it is not only a fundamental human right, but is critical for expanding life opportunities for women, families, communities, and nations, and paving the way for transformations in environmental stewardship, decreases in population pressures, and innovations in poverty reduction. Pathfinder provides women, men, and adolescents with a range of quality health services—from contraception and maternal care to HIV prevention and AIDS care and treatment. Pathfinder strives to strengthen access to family planning, advocate for sound reproductive health policies, and, through all our work, improve the rights and lives of the people we serve.</p>	
Project Overview <p>In 2013, Pathfinder International and the National Health Mission of Haryana state established partnership named Salaamati (meaning “wellbeing”) in the Mewat, Palwal, Rewari & Faridabad districts of Haryana. In the context of this existing partnership, Pathfinder proposes to provide technical and monitoring assistance to the government of Haryana to enhance maternal and child health outcomes in the above districts. Specifically, the project aims to improve sexual and reproductive health outcomes among women and men of reproductive age, focusing on the youth (15-24 years), by increasing demand for and access to quality service provision of modern contraceptive methods.</p> <p>Pathfinder proposes to continue providing ongoing technical assistance (TA) to the state government in seven districts of Gurugram division, Haryana (Panipat, Mahendragarh, Gurugram, Faridabad, Rewari, Mewat, and Palwal)</p>	
Summary: Provides managerial and technical support to implement Injectable contraceptive in public health system of Haryana. Assists implementing partner staff in their work to improve the quality and timeliness of routine programmatic data. Liaison with concerned government authorities, NGO partners at district level. Prepares reports, presentations and other technical and non-technical documents. Supports the functional area with organizing district level meetings.	
Key Responsibilities <ol style="list-style-type: none"> 1. District Project Coordinator will be overall responsible for the implementation of the project activities as per the work plan. 2. Conduct facility assessment and mapping of private practitioners in respective districts. 3. Will provide technical and programmatic support to district health authorities on RMNCH+A components with focus on Maternal Health and Family Planning. 	Minimally Required Job-Specific Competencies <ul style="list-style-type: none"> • <i>Program management and team handling skills:</i> Knowledge about project management and experience of handling teams. • <i>Advocacy skills:</i> Proven ability to advocate with district and block officials. • <i>Recordkeeping:</i> Foundational knowledge of organizing, filling and maintaining documents.

4. Will monitor trainings of health functionaries and follow-up with on-site supportive supervision along with implementing partner.
5. Conduct regular Quality improvement visits along with district mentorship team for all health facilities of their respective districts.
6. Work closely with NGO partner to implement quality project activities and mentor field Supervisors and Community Counsellors as required.
7. Represent Pathfinder International at district and block-level meetings, workshops, etc.
8. Provide support in areas of compliance/use of FPLMIS and HMIS/DHIS-2 in project districts towards improving data quality on supplies and services.
9. Advocate with District officials to undertake mentorship program for service providers for providing quality Injectable services
10. Undertake liaisoning with government and non-governmental agencies of health and allied departments.
11. Prepare monthly/quarterly reports, monitor project progress toward targets and objectives, and submit key deliverables to the concerned Supervisor
12. May serve as the program/project or functional area's first point-of-contact for internal and external stakeholders.
13. Any other tasks as assigned by Supervisor.

Key Job Outcomes:

1. *Program/Project Tools, Materials Maintenance and Updates:* Works with staff to prepare manuals, documents, reports, presentations and other tools, and reviews and updates the materials. Helps staff source reference materials.
2. *Records Retention:* Manages filing, storage and tracking of hardcopy and electronic content and support templates and ensures availability of current information on related subjects.
3. *Database Management, Collection and Analysis:* Supports staff with developing and formatting instruments for data collection and presentation. Assists staff with maintaining and updating the global database, analysis and preparing quarterly reports for research and evaluation projects.
4. *Activities and Events Coordination and Scheduling:* Coordinates all planning, bookings and logistics for activities and events, including the agenda, calendar, materials, registration with the participants and travel,

- *Database Management, Data Entry and Reporting:* Foundational knowledge of data entry and creation of reports. Ability to use and maintain databases. Ability to prepare reports to support projects.
- *Travel, Meetings and Events Coordination:* Ability to plan and coordinate activities, events, travel and meetings.
- *Data and Materials Maintenance:* Ability to review, update and finalize materials.
- *Filing and Record Keeping:* Ability to file documentation and maintain records according to policy and procedures.
- *Data Collection:* Ability to develop and format instruments for data collection for project or program according to prescribed procedures.

Minimally Required Organizational Competencies:

- *Sexual and Reproductive Health and Rights Services:* Foundational knowledge of family planning and reproductive health principles, practices and services of assigned project and program.
- *Passion for Sexual and Reproductive Health Services:* Commitment to family planning, reproductive health services, gender, maternal, child health services, and eradication of harmful traditional practices.
- *Software Applications:* Foundational skills using MS Office products, including MS Word, Excel, Outlook, and PowerPoint.
- *Languages:* Ability to speak and write using the local language and English language.
- *Customer Service:* Proven customer service skills.
- *Organization, Planning and Multi-tasking:* Advanced organizational and planning skills. Foundational project planning and project management skills. Proven ability to set priorities, meet deadlines and multi-task with minimal supervision.
- *Self-Management and Teamwork:* Ability to work independently or as a member of the team, ability to be detailed-oriented, and ability to manage stress effectively in a fast-paced environment.
- *Matrix Management:* Ability to thrive in a matrixed organization.
- *Confidentiality:* Proven ability to maintain confidentiality on work-related issues.

<p>both domestic and international, including lodging, transportation and meeting accommodations.</p> <p>5. <i>Communications</i>: Manages incoming and outgoing calls and electronic communications for the program or project.</p> <p>6. <i>Processing, Filing and Auditing</i>: Serves as primary responder to audits, performance indicators and evaluations. Sets up and maintains files and forms in compliance with legal guidelines. Processes invoices for the functional area for submission to Finance for payment. Participates in compliance audits.</p> <p>7. <i>Subject Matter Expert</i>. Acts as subject matter expert for the assigned program/project or functional area systems.</p> <p>8. <i>Project Management and Participation</i>: Leads, manages or participates on cross-functional project teams.</p>	
<p>Minimally Required Education, Training and Experience:</p> <ul style="list-style-type: none"> • Master's in social welfare • 5 years working in health development sector assisting non-government organization (NGO) or public-sector programs. • Preferred: experience in Family planning programs or on Injectables. 	<p>Other Information:</p> <ul style="list-style-type: none"> • Travel required (more than 50%) • Uses cellular and desk phone; laptop or desktop computer
<p>Application Procedure</p> <ul style="list-style-type: none"> • Please submit your resume and cover letter (<i>along with 3 references of your ex-supervisors and last drawn salary</i>) by email to HRINDIA@pathfinder.org with subject line 'Divisional Project Coordinator, Haryana'. • Please note that only shortlisted candidates will be contacted. • Pathfinder International is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, national origin, or disability. • Last date for application: December 14th 2018 	