

## PROGAM COORDINATOR

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| <p><b>Reports to:</b></p> <ul style="list-style-type: none"> <li>• Operations</li> <li>• Direct Supervisor: Nayan Chakravarty, Director – Advocacy &amp; CSR</li> </ul>   | <p><b>Classification</b></p> <ul style="list-style-type: none"> <li>• Regular Full-time</li> </ul>   |
| <p><b>Location:</b> New Delhi</p>   | <p><b>Directs:</b> None</p>  |
| <p><b>Pathfinder Overview:</b></p> <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>  |  |
| <p><b>Summary:</b></p> <p>The Program Coordinator will provide administrative and coordination support to the Country Director, Director – Advocacy/CSR, and Director of Programs. He/She will assist the Country Director keep abreast of and engage with relevant staff, partners and program stakeholders on day-to-day priorities. He/She will assist the Director of Programs &amp; Director Advocacy in their work to improve the timeliness and effectiveness of access to information, ensuring the setting up of meetings and discussions, documenting outcomes and, providing relevant coordination support as and when required. Enters program or project data into the different databases, sources reference materials for staff and prepares reports, presentations and other technical and non-technical documents. Supports the functional area with sourcing consultants, organizing meetings and arranging travel. This position is also responsible for managing information and documentation related to partnerships and communications, foundations, corporates and CSR organizations.</p> |  |
| <p><b>Key Responsibilities</b></p> <p><b>Project AFP Corporate Engagement</b></p> <ul style="list-style-type: none"> <li>• Support the creation and maintenance of a database of corporations that are potential investors in Family Planning activities through their CSR programs</li> <li>• Manage a database on the CSR policies of the Government of India, updates, revisions and periodic directives including media coverage and analysis for referral</li> <li>• Maintain database of key CSR interventions being carried out by corporations that have relevance to the project</li> </ul>  | <p><b>Minimally Required Job-Specific Competencies:</b></p> <ul style="list-style-type: none"> <li>• <i>Recordkeeping:</i> Foundational knowledge of organizing, filling and maintaining documents.</li> <li>• <i>Database Management, Data Entry and Reporting:</i> Foundational knowledge of data entry and creation of reports. Ability to use and maintain databases. Ability to prepare reports to support projects.</li> <li>• <i>Travel, Meetings and Events Coordination:</i> Ability to plan and coordinate activities, events, travel and meetings.</li> <li>• <i>Data and Materials Maintenance:</i> Ability to review, update and finalize materials.</li> </ul> |

- Support the Director – Advocacy & CSR in reaching out and engaging with corporate leadership by researching companies, fixing appointments with senior staff and responding to queries in a timely and effective manner

#### **Program Support**

- Organize documentation, dissemination and publication of project processes and results; work in coordination with the Program Managers of each project.
- Ensure that the progress of work is effectively tracked and the effective use of project resources
- Developing the work plan and ensure the functioning of program activities as per the work plan.
- Assist the Director – Programs to ensure that the management procedures in place are being correctly followed and that all processes are in compliance with Pathfinder and donor policies.
- Work closely and collaboratively with colleagues in all the projects of Pathfinder to develop project strategies and approaches consistent with the approaches documented in the concerned Project proposal
- Ensure that the Project teams have a clear and shared vision of the project based on the strategic approaches documented in the Project proposal

#### **Support to Country Director**

- To be the first point of contact for all communication to the Country Director
- The Executive Assistant will develop a solid understanding of the needs and preferences of the Country Director and wider organization so that they are able to act as 'gatekeeper', filtering communication and dealing with enquiries directly where appropriate in order to ensure she is able to work efficiently and maximize
- To meet and greet the Country Director's visitors ensuring that they are welcomed into a friendly and professional environment

- *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.
- May process new hires for the program or project, coordinate and participate in new hire orientation, and complete payroll documentation processing for new hires.
- May serve as the program/project or functional area's first point-of-contact for internal and external stakeholders.

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| <ul style="list-style-type: none"> <li>• To communicate and build relationships with board members, donors and other high-profile individuals in a respectful and professional manner</li> <li>○ Undertakes special assignments/projects on a wide variety of issues as requested by the Country Director</li> </ul> <p><b>Key Job Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. <i>Program/Project Tools, Materials Maintenance and Updates:</i> Works with staff to prepare manuals, documents, reports, presentations and other tools, and reviews and updates the materials. Helps staff source reference materials.</li> <li>2. <i>Records Retention:</i> Manages filing, storage and tracking of hardcopy and electronic content and support templates and ensures availability of current information on related subjects.</li> <li>3. <i>Database Management, Collection and Analysis:</i> 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.</li> <li>4. <i>Activities and Events Coordination and Scheduling:</i> Coordinates all planning, bookings and logistics for activities and events, including the agenda, calendar, materials, registration with the participants and travel, both domestic and international, including lodging, transportation and meeting accommodations.</li> <li>5. <i>Communications:</i> Manages incoming and outgoing calls and electronic communications for the program or project.</li> <li>6. <i>Project Management and Participation:</i> Leads, manages or participates on cross-functional project teams.</li> </ol> | <p><b>Minimally Required Education, Training and Experience:</b></p> <ul style="list-style-type: none"> <li>• Diploma from a secondary education school.</li> <li>• Prefer: Bachelor’s degree, or a combination of education and experience that yields the minimally required key competencies.</li> <li>• 3 years working in health development sector assisting non-government organization (NGO) or public-sector programs.</li> </ul> <p><b>Other Information:</b></p> <ul style="list-style-type: none"> <li>• Travel required (less than 10%)</li> <li>• Uses cellular and desk phone; laptop or desktop computer</li> </ul> <p><b>Application Procedure</b></p> <ul style="list-style-type: none"> <li>• Please submit your resume and cover letter (<b>along with 3 references of your ex-supervisors and last drawn salary</b>) by email to <a href="mailto:HRINDIA@pathfinder.org">HRINDIA@pathfinder.org</a> with subject line ‘<b>Program Coordinator, New Delhi</b>.’</li> <li>• Please note that only shortlisted candidates will be contacted.</li> <li>• 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.</li> <li>• Last date for application: <b>December 14<sup>th</sup> 2018</b></li> </ul> |
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