

Project Manager

Family Planning Association of India (FPA India)

Location: Mumbai, Head Quarters

Qualification: Post-graduation in Social Work/Social Science/Public Health

Experience & Skills:

Seven to ten years of related experience in managing multinational projects on Sexual and Reproductive Health & Rights, Family Planning methods, Sexual and Gender Based violence, preferably with the above mentioned qualifications.

Key core competencies required:

- Communication skills – Written and verbal communication, Interpersonal skills
- Leadership, Strategic thinking
- Management skills, Problem solving, Team Building
- Organizational and technical skills, Project Management, Time management
- Implementation research, Data Analysis, Report writing, Documentation
- Budgeting and Finance Management, Risk Management

Responsibilities:

- Overall responsible for the implementation and management of the project
- Guidance and technical support to the branches on implementation of the project
- Coordinate and conduct capacity building initiatives for diverse stakeholders mapped under the project
- Initiate training for the field teams by providing support in development of training materials and job aids
- Coordinate the protocols and standards for implementation with partners and funders
- Provide technical inputs for designing training curricula for various cadres of staff and other service providers.
- To contribute to the research activities of the project & provide technical inputs to integrate programs of implementing partners.
- Assist the implementing branches and project staff in devising project implementation plan.
- Develop policy engagement material (policy briefs, presentations) by liaising with other project partners via weekly calls (online), in-person meetings, and email communication for project implementation and training.
- Coordinate and plan advocacy meetings with state and national stakeholders for program scale-up and system integration.
- Document project progress and processes and ensure ethical compliance via timely submission/extension of the study's ethics approvals and other contractual formalities.
- Coordinate with the Department of Finance for preparing activity budgets, timely payments of vendors/consultants (if any), participant honorariums, local travel and maintaining supply inventory and procuring.
- Reporting and documentation of detailed finance & program reports; research updates; and presentations for dissemination.

Remuneration:

Commensurate with experience and qualification.

Note:

- Applications must be submitted in the prescribed format **within 10 days** by email to hr@fpaindia.org stating the Job title in the Subject line. Only applications received in the prescribed format will be valid and accepted.
- FPA India will only contact and give feedback to candidates who are shortlisted.

FPA India being national level organization in the field of Sexual & Reproductive Health with international network relationships provides best opportunity for personal growth and healthy work atmosphere. More details on our website: www.fpaindia.org

FPA India provides equal opportunity to all without any discrimination.

FPA India is committed to the safety and protection of children, young people and vulnerable adults. This position may involve interaction with these groups.

Since the headquarters is in Mumbai, those in Mumbai or those willing to shift to Mumbai on their own may only apply.

Apply within 10 days to:
Director General
FPA India,
Bajaj Bhawan,
Nariman Point,
Mumbai – 400021
E-Mail: hr@fpaindia.org