

[29-Jan-2019](#)



## **Back ground of the Project**

India Health Action Trust (IHAT) aims at improving public health initiatives by supporting programs nationally and globally through providing comprehensive technical assistance in program planning, management and monitoring. IHAT has set up a Technical Support Unit (TSU) for the Government of Uttar Pradesh to provide techno-managerial assistance to improve the coverage of key reproductive, maternal, newborn, child health and nutrition (RMNCHA+) interventions and services in the state from the funding support of Bill & Melinda Gate Foundation (BMGF) through University of Manitoba (UOM), Canada.

Technical Support Unit, Uttar Pradesh invite application for the following positions from competent and committed development professionals who are seeking meaningful and challenging assignments in- Uttar Pradesh.

The Associate/Senior Associate – Technical (Clinical) will provide vital assistance to the assigned reporting authority and develop routine project updates through narratives and power points by critically analyzing available data and information and develop and manage key project timelines and ensure necessary follow-ups to ensure delivery within the timelines. The individual will also manage the program calendars and key dates on behalf of the reporting authority.

**Position:** Associate/Senior Associate – Technical (Clinical)

**Location:** Lucknow

**Requirement:** 1

**Reporting:** Concerned Deputy Director/Senior Team Leader/Team Leader

## **Key Responsibilities:**

- Coordinate with the other specialists and team leaders at the state level and support the TSU staff at zonal and district levels in the implementation and management of TSU and Government of UP activities in the 25 HPDs.
- Work closely with the associated intervention team at state and zonal levels to prepare monthly, quarterly, and yearly project implementation plan or work plan by setting targets to be met at different periods.
- Develop documents and refine internal processes and procedures that ensure effective and efficient service to state health departments

- Support the project team in drafting operational guidelines and reviewing existing guidelines for associated interventions in UP.
- Support program team and government in need based interventions.
- Program data management and analytics
- Develop and improve necessary analysis and presentation framework for all internal and external meetings, and maintain minutes of major meetings
- Maintain project schedules, manage and analyse progress using excel and other similar tools
- Prepare concept notes and reports for consideration as required
- Developing project status notes with critical analysis with follow up actions
- Conduct field visits to gauge program implementation across various platforms and projects and to ensure accurate dissemination of instructions and guidelines specified at the state level
- To identify gaps in the current implementation scheme across all levels and develop strategy on the basis of proven best practices across the world, to address the identified gaps.

#### **Required Competencies:**

- Excellent computer skills (MS word, Excel, PowerPoint). Knowledge of data analysis packages like SPSS, STATA, etc. is desirable.
- Experience in the area of Maternal Newborn and Child Health would be strong asset.
- Coordination and organization skills.
- Ethnic, cultural, gender, religious, and socioeconomic status sensitivity.
- Demonstrated cross-cultural, teamwork and advance knowledge in computer skills.
- Must be flexible and able to work in a challenging environment.
- Good understanding of Indian health care systems and experience in government health.
- Fluency in written and spoken English and Hindi.
- Previous exposure of working along with government will be preferable.

#### **Required Qualifications and Experience:**

- Bachelors in medicine/community health/management or relevant field with at least 3 years of experience in public health domain (essential)and/or Masters in public health/public health management/management/community health/social work/statistics or other relevant field (desirable)
- 3-5 years of experience in managing programs related to public health/rural development/ other government programs.

IHAT provides safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants. Physically challenged with required skills/knowledge and willing to travel are also encouraged to apply.

We will be following a systematic selection process to fill this position based on experience, competency, suitability, aptitude to work with MNCH interventions and in-depth project knowledge. Only short listed candidates will be invited for further screening process.

**How to apply:**

Interested candidates please apply by **COB 10-Feb-2019** using the online IHAT Application by clicking on <http://ihat.in/vacancies/ihat-up-tsu/> or visit IHAT Vacancy page at [www.ihat.in](http://www.ihat.in). Only complete online applications will be considered.