**Title**: Program Specialist

**Location**

Bangalore (25-30% time in Kerala)

**Reports To**

Director Programs

**Scope of Work**

Program Specialist will spearhead the state program and will be responsible for strong collaborative relations and ensure technical and operational efficiency of delivering the technical assistance and capacity building initiative.

* Work closely with national team to develop strategic plan and monitoring and evaluation framework to ensure technical and operational efficiency of delivering the technical assistance to the state.
* Work with the national team in designing technical interventions.
* Lead the state team in Kerala along with local team and accountability for providing the strategic leadership, management, and technical direction to the state technical and capacity building program on PM-JAY. This will include government engagement in prioritizing interventions and developing measurable work plan and technical interventions.
* Spearhead state engagement and ensure strong collaborative with the client, government, sectoral experts non/government institutions to assess the evolving needs for the PM-JAY implementation and provide responsive assistance.
* Identify, enlist, and keep updating the technical areas and enquiries of the states, to develop strategic capacity building plan for the state.
* Develop technical interventions and overseas their piloting, implementation, testing in the districts and develop scale up plans for state and develop best practices for the country.
* Develop/oversee development of technical tools, training curriculums, working papers, knowledge products and strategies for dissemination.
* Represent ACCESS Health in key events and meetings at the state level.
* Convene workshop and technical discussions as required from time to time.
* Develop briefing notes, guidelines and presentations as required.

**Administrative**

* Documentation of key events and updating on key developments in the state and submission of monthly reports and management of Results Framework.
* Participate in program review meetings as required both at State Health Agency and ACCESS Health.

**Compensation**

An annual compensation of INR 2,200,000 (Inclusive of all indirect taxes) will be paid to the Consultant. All Project related expenses would be reimbursed, as agreed upfront. Any revision to the compensation above will be after due mutual discussion and written intimation.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **April 21, 2022** to **April 20, 2025** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.