**Title**

Program Associate, Program Management Unit

The focus is on organizing and carrying out tasks related to strategic management, documentation, communication, and creative design that impact the daily operations of the PMU.

**Program management**

* Support the PMU with development and implementation of defined standard operating procedures (SoPs) that aid smooth business flow.
* Assist the CMB in tracking the change management program through summarizing the OKR reports weekly, monthly, and quarterly for each program and team members
* Assist and facilitate knowledge building and efforts through sharing planning and coordination of outreach programs, conferences, meetings, seminars, fundraisers etc.

**Program Documentation**

* Assist research for development of program cycles including theory of change and expected monitoring and evaluation plans.
* Support development of manuscripts related to program areas for research publications in journals and other fora.
* Assist development of the program progress reports (QPR, Annual Reports etc) for donor or client interface requiring advanced understanding of program objectives and activities undertaken.
* Develop the meeting and workshop agendas, execution plans and summary reports to aid documentation of the events including participant’s feedback.

**External Communication**

* Support composing content and creative design for communication material to showcase HSTP programs, events, and outcomes.
* Support development of communication material on HSTP vision and programs for print,web-based, and social media etc in the form of (videos, brochures, notes, posters, pitch presentations and reports).
* Coordinate with the media agency in creative design and other vendors for delivery of output according to timelines.

**Strategic Planning and Resource mobilization**

* Support development of quarterly and annual workplans and strategic documents focused on HSTP areas through referencing, research, and discussion with program teams.
* Support in identification of appropriate donors, partners, funding opportunities, Request for Proposals etc through search of identified databases, websites and virtual/ in-person fora.
* Develop and weekly update the HSTP internal database for global and Indian donors and partners working in health more specifically health systems, research in policy and HSTP areas of focus such as human resources for health, health systems governance, urban health, primary healthcare, digital health, health financing, performance assessment and universal health coverage.

**Compensation**

A monthly compensation of INR 60,000 (Inclusive of all indirect taxes) will be paid to the Consultant. The Consultant will generate an invoice at the end of the month along with log of the work completed. 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 **November 01, 2022** to **September 30, 2023** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.