**Title:** Program & Documentation Manager

**Scope of Work**

The program & documentation manager will be responsible for the overall coordination of the implementation of program activities related to various projects. This work could range from working on the required execution of activities/ pilot, oversight of the implementation at sites, analytics, insight derivation, monitoring, documentation, and dissemination of the findings and the projects.

The role will also require planning and coordinating various components like capacity building of the provider network and other stakeholders through cross learning mode, utilizing the existing resources of the Government. Monitoring the efforts to document the program output and outcome and deviations from the envisaged results would be a key task.

**Key Responsibilities**

* The incumbent will oversee the project-related activities on a day-to-day basis, provide programmatic and documentation support to the project/s as per the requirement.
* The role will require planning the implementation of key activities and pilots as per the proposed plan.
* Engagement with national, state, and district-level stakeholders and creation and update of the state, national, and global levels of relevant information to maintain accurate resource lists and information on the new health, quality and health insurance related guidelines and update. This will also lead to planning and executing multi stakeholder level discussions, workshops and capacity building activities.
* Develop framework to monitor the progress of the executed activities and their impact during the proposed interventions.
* Plan and hold regular review meetings to monitor the progress of the activities and understand and document the bottlenecks, challenges, and learnings
* Coordination of activities in the field related to proposed activities and pilots and extend support in the forward-looking activities relevant to the interventions including the development of novel ideas around digital platforms and continuum of health care services
* Extend support in conducting studies and assessment (rapid and qualitative) and development of other research-related documents and papers while also oversee and execute any other work is given by the line manager or organization from time to time
* The ideal candidate will be at least a bilingual (English and Hindi); have creativity with healthcare development sector communications; broad understanding of national &international healthcare development policy issues and research & program management challenges in developing countries like India; passion for **Access Health** mission; the ability to craft messages around **Access Health’s** approach and niche; outstanding writing and editing skills; strong organizational skills; knowledge of the media landscape and related press& institutional contacts; a self-starter approach; demonstrated capacity to work collaboratively in partnerships involving varied stakeholders; and the ability to engage collegially as a member of a small, diverse group of professionals.
* Proactively supports the State Leadership to design and disseminate public information products, write for & coach technical colleagues on effective narrative/documents, provide edits, filter written work for appropriate messages, undertakes content preparation for interacting with existing & potential program collaborators.

**QUALIFICATION & EXPERIENCE**

* MBA/Masters’ Degree in health promotion, health education, community health, health communications or closely related fields with efficiency in computer knowledge
* At least 8-10 years of professional experience with a minimum of 4 years of experience in a similar role
* Familiarity with issues related to Public Health in India. The incumbent must be conversant with the important terminology, concepts and organizations associated with healthcare development work in India.
* The incumbent must have experience/exposure to professional communications through various social media platforms, including Facebook and Social website’s function.
* S/he must have a proven track record of being a fair documentation personnel, skilled at editing, and possess solid research skills. The incumbent must be able to manage multiple tasks, be highly organized, and meet deadlines, have strong interpersonal skills, and be capable of working with multidisciplinary teams in a fast-paced environment.
* S/he must have been a self-starter, detail-oriented, and a creative problem solver. S/he must possess a strong ability to function in a diverse environment, requiring tact and sound judgment, and be sensitive to cultural norms.
* Having experiences to work as an integral member of a fast-paced team, with minimal supervision and a keen ability to handle interactions with colleagues, media representatives, vendors, high-level senior officials with maturity and confidence is a definite plus.

**Location**

Lucknow

**Reports To**

State Director – Uttar Pradesh

**Grade Level:** M2

**Compensation**

An annual compensation of INR 1,702,200 (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 **November 01, 2022** to **October 31, 2023** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.