

Organization	Foundation for Reproductive Health Services India
Position	Program Executive
No. of Positions	01
Location	Ganganagar and Hanumangarh, Rajasthan
Closing Date of Application	15th January 2019
Email	recruitment@frhsi.org.in

JOB FRAME WORK- PROGRAM EXECUTIVE

Background

Foundation for Reproductive Health Services India (**FRHS India**) is a registered not-for-profit organization operating since 2009. FRHS India is an affiliate of Marie Stopes International (MSI), a global organization providing personalized contraception and safe abortion services to women and girls. MSI's local teams of professionals are passionate about the work they do in communities across 37 countries. The high quality services we provide, give a woman the power to choose if and when she has children so that she's free to pursue her plans and dreams for herself and her family. Our mission is "**Children by Choice, not Chance**".

FRHS India is the No. 1 provider of Clinical Family Planning services in private and non-profit sector in the country. We provide quality family planning and safe and legal abortion services to women in need, through multiple channels that comprise of our own clinics, clinical outreach teams and public sector support to Government facilities. We are currently working in the states of Rajasthan, Bihar and Uttar Pradesh in Public Private Partnership (PPP) with state governments. In 2018, our teams directly provided family planning choices and quality services to over 127,500 clients that delivered a Couple Year Protection (CYP) of over 1.368 million.

It is a role requirement that the job holder must fully comply with, promote and live **FRHS India's CORE VALUES**

Mission driven	Client centered	Accountable	Courageous
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Job Title: Program Executive (01 Position)

Location: Ganganagar and Hanumangarh

Reporting to: Program Coordinator

Key Responsibilities:

1. Program support:

- Supporting Program Coordinator/Assistant Manager-Operations in implementing district strategies.
- Ensuring and supporting the team in leaving for FDS on time.
- Supporting the COT team in preparation of FDSs
- Accompany the COT team at FDS as and when required.
- Supervise the work plans of FDS Coordinator and the Counsellor /Mobilizers.
- Arranging on-call teams in absence of any team member.

2. Office Administration & Accounts management:

- Organize office filing system, maintenance of inward/outward registers, receipt and dispatches of correspondence, maintenance of office stationary etc.
- Ensure proper maintenance of office property which includes building, office furniture and equipment, computers etc. through regular monitoring and upkeep.
- Maintaining records of all movable & immovable assets at office and ensure assets register and asset numbering is up to date.
- Maintain record of IEC materials and office stationary.
- Supporting Program Coordinator and State Finance officer in opening bank accounts of staffs.
- Collecting all travel and FDS expenses of the team and submitting to Program Coordinator timely.
- Supporting State HR representatives for leave and attendance record management of respective district.
- Support in maintenance of accounts and preparation of bills/ vouchers etc.

3. Liaison & Networking:

- Coordinate with district and block health officials for FDS and its roster on a monthly basis.
- Follow up with district and block health officials for timely submission and reimbursement of claims.
- Represent FRHSI in various government and other meetings at district level.

Skills and Experience:

Qualifications & Experience

- Graduate in any discipline /MSW with 3-4 years of experience in development sector.
- Knowledge of Family planning (FP) services (good to have).

Skills:

- Computer knowledge (MS Office), good interpersonal & communication skills (both oral and written in English & Hindi). Good understanding of MSI protocol.

Interested candidates may please submit their updated CV along with a covering letter indicating their interest and suitability for the position by 15th January 2019 to recruitment@frhsi.org.in. Only short listed candidates will be contacted.