

Job Description - Programme Coordinator

Position	Programme Coordinator- (Full time)
Location	New Delhi
No. of Position	01
About the Organisation	<p>Public Health Resource Society is a national level resource organization currently working directly in the states of Jharkhand, Chhattisgarh, Odisha, Assam, and Delhi and committed to the mission of building capacities for public health action towards 'Health for All'. Using a rights-based approach, it has contributed to the on-going work of strengthening public health systems in these and other states through its partnerships with institutions. Our areas of work involve women and child health and nutrition, tribal health, and health systems strengthening. Our core strategies include model demonstration, community-based research, and program implementation along with advocacy. The organisation maintains a specific focus on working with vulnerable and marginalised communities using participatory principles.</p> <p>Our vision underlines the importance of appropriate and responsive public health services as essential for the overall health and well-being of any population. The organization believes that ethical public health practices stem from meaningful and well-rounded capacities. PHRS seeks to deeply engage with frontline public health practitioners and communities, facilitating capacity-building initiatives that translate into transformative practices.</p> <p>The mission of the organisation is encapsulated in the phrase "Building Capacities for Public Health Action." This mission drives the organization's strategies and activities, ensuring that public health practitioners are equipped with the knowledge and competencies needed to address pressing health challenges effectively.</p> <p>For more details visit: www.phrsindia.org</p>
Job Description	<p>The specific roles and responsibilities are as follows:</p> <ul style="list-style-type: none"> • Work with the Senior Programme Coordinator on roll out of various programmes and projects undertaken by the organisation. • Coordinate with the MIS team for generating evidence and MIS reports • Responsible for developing frameworks for documentation and conduct documentation based on the agreed plans. • Work with the Programme Coordinator- Research on the following: <ul style="list-style-type: none"> ○ Develop research protocol, methodology, and tools for data collection. ○ Develop digital methods for data collection. ○ Undertake review of literature based on the needs of the projects

Job Description - Programme Coordinator

	<ul style="list-style-type: none"> ○ Technical training of the teams on themes and data collection process ○ Provide handholding support for data collection. ○ Support in research publications. ● Work with Senior Programme Coordinator for developing training content and PLA materials ● Documentation of the case studies, success stories, innovations, etc. ● Support in developing project proposals and concept note. This would also include drafting budget. ● Undertake regular field visits ● Support the admin team with recruitment and onboarding process . This would include- shortlisting CVs with the help of the programme in charge, schedule the interview with the potential candidates, finalize the recruitment process with the help of the recruitment team ● Scheduling any meeting to resolve the issues that occurred at any level of the organisation between the employees with their respective supervisors to find its immediate solution. ● Keeping the website of the organisation up to date, and manage the social media platforms of the organisation with support from the ED ● Facilitating the team in preparation and release of the annual report and newsletter of the organisation. ● Overall responsible for documentation and report writing, minutes of the meetings, etc ● Any other tasks assigned by the supervisor
Report to	Senior Programme Coordinator
Qualifications, desired skills and requirements	<ul style="list-style-type: none"> ● Master's degree in Public Health or allied fields -Social Work/Social Studies from a reputed institution. ● Minimum two years of experience of working in an NGO focusing on Nutrition/Health/Sanitation related programmes at block/district level. ● Proficient in undertaking quantitative and qualitative research studies ● Should have managed projects independently in similar positions. ● Understanding of office and human resource management and logistic management ● Must have good communication and documentation skills and language proficiency-English and Hindi. ● Willingness to travel

Job Description - Programme Coordinator

Duration	The contract will be issued initially for one year which will be extended based on the performance and need of the project.
Remuneration	The remuneration will be commensurate with qualifications, experience, and salary history.
How to apply	Interested candidate must send their resume along with a cover letter to recruitment@phrnindia.org with subject line- Application for the post of Programme Coordinator- Research and Documentation – New Delhi.
Last date of application	20 th April 2025
Sexual Exploitation and Abuse (SEA) are unacceptable behaviors and prohibited conduct for all humanitarian workers, including PHRS employees and related personnel. PHRS has a policy of zero tolerance towards SEA. All candidates will mandatorily undergo a reference check that includes questions about SEA.	