



## **JOB DESCRIPTION**

<b>Position</b>	State Program Coordinator
<b>Work Location</b>	Vijaywada, Andhra Pradesh
<b>Employment</b>	Consultant

### **About ARMMAN**

Founded in 2008, ARMMAN's mission is to enable healthy pregnancy, safe delivery and safe childhood for women and children in India. ARMMAN leverages mHealth to create cost-effective and scalable systemic solutions to improve access of pregnant women and mothers to preventive information and services and train health workers to reduce maternal and child mortality and morbidity.

- Our programs have reached over 40 million women and over 3 lakh health workers across 20+ states to date
- ARMMAN has received several awards and honours including the Skoll Award for Social Entrepreneurship 2020 and MIT Elevate Prize 2021, as well as grants from Co-Impact, Google.org, USAID, and others.

### **Role Overview**

We are looking for the role of State Program Coordinator for two programs Kilkari and mobile academy. As a State Program Coordinator, you will be responsible for end-to-end management and implementation of program across the state. You will be responsible for documentation, coordination and managing the program in coordination with state officials and ARMMAN program team.

### **Roles and Responsibilities**

- Program management and implementation of activities in accordance with the mission and vision of the organization.
- Serve as a key contact for all types of programmatic assistance to the assigned programs and their supervisors.
- Provide support to Regional Manager and Program Officers to ensure timely completion of all planned activities as per the project work plans.
- Data collection and feedback from the ground to improve the program design.
- Preparation of meetings, assist in conducting meetings, including preparing agenda, taking and circulating minutes of the meeting.
- Coordinate and follow-up in a professional manner with the project team, and other departments of the organization to support effective program implementation.
- Support IEC and BCC initiatives to for effective implementation.
- Perform other tasks as assigned by the supervisor.
- Open for travel within the region and other program locations.
- Travel may happen on short-notices too.
- Willingness and flexibility to work on a wide range of tasks and travel up to 40% of time.
- Producing accurate and timely reporting of program status throughout the programs' life-cycle.
- Coordinate and ensure proper documentation for the programs.
- Assist in maintaining proper documentation of all financial transactions related to program.
- Ability to produce documents and coordinate activities independently.



- Attention to details for further follow-up in the program.
- Ability to handle a variety of assignments under pressure of deadlines.
- Submit field visit report upon completion of every trip.
- Maintain program and office files in both electronic and physical documentation.
- Able to manage/prioritize work from several sources.
- Attend all the required con-calls for discussion with the team.
- Assist communications team in sharing learnings from the program for the publication and other requirements.

### **Qualification & Skills**

- Program management and implementation of activities
- Required in accordance with the mission and vision of the organization
- Coordinate and follow-up in a professional manner with the project team, and other departments of the organization to support effective program implementation.
- Personal efficiency, time management skills, team work and the ability to prioritize the work are the key.
- Excellent written and verbal English and knowledge of Telugu language is a must.
- Strong writing and editing skills, with a high-level of attention to detail; able to read and interpret data/documents, and communicate information effectively to others with strong interpersonal skills.
- Experience in conducting capacity building sessions with state level officials, district and block officials and FLWs.
- Strong training & facilitation skills with an emphasis on use of innovative ways of imparting trainings.
- Technologically proficient in MS Office, data analysis and internet applications.
- Master's degree in social sciences/work, humanities or public health desirable.
- He/She should have an experience of 5-7 years in managing public health projects, advocacy and communication with multiple stakeholders, on-ground implementation of project, data analysis, documentation, presentation skills to name a few.

### **How To Apply**

- Interested candidates please send the application with your updated resume to [careers@armman.org](mailto:careers@armman.org)
- Please use "State Program Coordinator – Andhra Pradesh" as the subject line for the application mail