

JOB DESCRIPTION

Position	State Program Coordinator
Work Location	Imphal, Manipur
Employment	Payroll

About ARMMAN

Founded in 2008, ARMMAN is a non-profit leveraging mobile health (mHealth) technology to create scalable, cost-effective, equity-based and gender-transformative, non-linear, systemic solutions to reduce maternal and child mortality and morbidity in India. We work directly with pregnant women and mothers to improve their health seeking behaviour while building capacities of health workers at all levels to ensure efficient antenatal and childhood care, and timely diagnosis, management and referral of high-risk conditions during pregnancy and infancy.

We adopt a “tech plus touch” approach leveraging the deep mobile penetration in the country, along with existing health worker networks of the government and partner NGOs to improve health outcomes.

- Interventions implemented by ARMMAN have reached over 76M women and 551,003 health workers across 28 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 State Program Manager 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 state 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 30% 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 any tribal language of Manipur; 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
- Please use "State Program Coordinator-Imphal, Manipur" as the subject line for the application mail.