



## **Lead – Co Ordinator – Adolescent Health Awareness Program**

### **Job Description**

At Doctors for Seva, we pride ourselves serving with compassion. The driving force behind all our projects is the presence of skilled and dedicated Leaders and Co Ordinator's. We are searching for a highly-skilled Lead co Ordinator to contribute to Adolescent Health Awareness Program's growth and help us to drive the project in an innovative way. The ideal candidate will have project management experience as well as strong work plan, Organize and implementation skills. He/she will be expected to prepare and present progress updates to appropriate management channels on a regular basis, ensuring the innovation we seek is being achieved.

### **Objectives of this Role**

- Build and develop the project team PAN India to ensure maximum performance.
- Willing to travel PAN India at program locations.
- In providing continuous direction, motivation to the team.
- Lead the program across all location from identifying the Program requirements, schedules, Scope, implementation plans, including risk mitigation and Impact assessments.
- To coordinate internal and external resources, ensuring projects remain within scope with par towards schedule, and defined budgets, in collaboration with project stakeholders from various resources.
- Develop a detailed program plan, monitor and track progress.
- Analyze project progress, Growth and monitor the program timelines, and costs to ensure that team adheres to AHAP requirements.
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- Establish and maintain relationships with appropriate client stakeholders, providing day-to-day contact on AHAP status and changes, If required.
- Ensure resource availability at the allocated location.
- Monitor their regular attendance and work progress and commitment towards team work.
- Attend the conferences, training required for the project to maintain proficiency.

### **Daily and Monthly Responsibilities**

- Maintain Monthly reports from each cluster and chapters program performance.
- Manage a database for different chapters and locations across program location with an eye on overall progress.

- Develop and maintain partnerships with outside resources—including schools, Colleges, Teachers, Government authorities and other stakeholders.
- Monitor and assign resources appropriately to streamline project efficiency and maximize deliverable outputs.
- Report project outcomes and/or risks to the appropriate management channels as needed—escalating issues as necessary based on work plans of AHAP.
- Analyse pre and post assessment and impact reporting of program location Periodically.

### **Skills and Qualifications**

- 5+ years program management experience
- Age between 28 to 42 years
- Hands-on experience with managing a team of 25+ employees, web technologies and soft skills.
- Strong working knowledge on MS Office.
- Minimum of 2 years commitment towards the organisation.
- Strong written and verbal communication skills preferred English, Hindi and Kannada.
- Strong presentation skills

### **Preferred Qualifications**

- Bachelor's or Master degree in appropriate field of study or equivalent work experience.
- Knowledge in Healthcare, Public health, Community health.
- Previous success in producing deliverables in healthcare program management.
- Strong attention to deadlines, guidelines, People management, Training and development.

**Last Date to Apply 15th July 2022**

**If you are interested, please send your resume to [nirupama.hs@doctorsforseva.org](mailto:nirupama.hs@doctorsforseva.org) with the subject line “Lead coordinator (AHAP) Adolescent Health program.**