



Job Title: Program Manager/Director, India
Reports to: Country Director, India
Deadline for applications: August 15, 2019
To apply: Send a cover letter and qualifications to careersindia@prontointernational.org

The Organization

PRONTO International designs and conducts simulation-based training for healthcare provider teams in limited resource settings using an innovative, evidence-based approach to help learners move from knowledge to practice in the management of maternal and newborn emergencies. In addition to strengthening individual provider skills and knowledge, the training strengthens teamwork, communication, inter-professional collaboration, and Respectful Maternity Care (RMC). PRONTO's unique simulation and team trainings allow healthcare provider teams to practice skills in simulated high-stress environments, ensuring that they are prepared to respond efficiently and effectively during an emergency. Currently PRONTO works in India, Kenya, Mozambique, Nigeria, Timor, and Uganda with projected growth in several new countries in the next 12-18 months.



Position Summary

This position provides support to PRONTO's India Country Director with a focus on PRONTO International's work in India. Based in India (location flexible, preferably Delhi), s/he will oversee project activities on a day-to-day basis and liaise with government, partners and stakeholders. A strategic and hands-on person, s/he will develop deep relationships with global, regional and national organizations to facilitate advancement of Pronto's technology in addressing maternal health issues in low resource settings.

In partnership with Patna and Lucknow based staff, s/he will coordinate the planning, implementation and evaluation of activities related to projects in India. This will involve managing the development of work plans, the monitoring of project implementation, and project related reporting. This position also plays a key role in ensuring that project activities are effectively supported in the technical and programmatic domains. S/he will also provide support on new program and funding opportunities, advocacy and outreach, strategic goal setting, and general organizational operations.

Program Manager/Director - Essential Duties

- Manage activities related to funded projects to improve the quality of obstetric and neonatal care through mentoring and simulation training
- Directly supervise a team of staff members based in Lucknow
 - Keep track of paid time off, travel reimbursements, and overall budget expenses
- Provide technical (clinical or managerial) input to existing and new programs in development
- Work in collaboration with implementing partners in a seamless manner
- Maintain thorough records and relevant documentation necessary for reporting to funding partners; track and report on program progress, outputs, and outcomes consistent with logic models and indicators.



- Create Standard Operating Procedures (SOP) in collaboration with the team, as needed.
- Manage the logistics, contribute to content, and running of project related meetings, conferences, travel, trainings, and workshops.
- Participate in meetings/workshops called by partners, collaborators and stakeholders.
- Coordinate effective communication strategies among team members.
- Be available to respond to unexpected logistical issues/needs as they arise.
- Ensure timely procurement of materials necessary for project activities.
- Facilitate sharing of best practices and lessons learned in project meetings.
- Grant writing and abstract/manuscript submissions support, as needed.
- Represent PRONTO in meetings with external organizations, as needed.
- Perform other related duties as directed.

Required Education:

- Medical degree (MBBS, BDS) or a Master's Degree in Public Health (MPH) or Business Administration (MBA) or equivalent

Experience and Qualifications:

- Minimum seven (7) years of direct experience, working with NGOs/government sector in India
- Experience working with the Healthcare Ministry and the Govt in India
- Experience in implementation and monitoring of Government Healthcare programs will be a big asset
- Well versed with national guidelines
- Excellent communication and writing skills
- Demonstrated ability to establish and maintain effective working relationships with government authorities, donors, implementing partners, and other stakeholders
- Experience in health provider training development and implementation an asset
- Excellent interpersonal skills and cultural humility
- Ability to lead and work in a team
- Demonstrated ability to manage multiple priorities and projects while working as part of a team
- Willingness to take on new tasks in efforts to strengthen organizational capacity
- Fluent English and Hindi oral and written communication skills; demonstrated ability to interact professionally in English and Hindi
- Ability to travel up to 50% in India

Location:

India

Please note only shortlisted candidates will be invited for interview.

In addition to the above characteristics, we believe in building job satisfaction through exciting, mission-driven work; professional development; regular feedback; and intentional on-the-job growth opportunities. We pledge to conduct ourselves ethically, authentically, professionally and with compassion, generosity, empathy and kindness.



Salary and Benefits:

PRONTO offers each employee a competitive salary, a benefit stipend, and a generous package of paid time off. Salary for this position is commensurate with experience.

We are excited to hear from you!

PRONTO International is an equal opportunity employer:

PRONTO International is committed to creating a diverse team and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual orientation, national origin, disability, or age.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.