



JOB DESCRIPTION

Position:	Project Director – Bihar
Location:	Patna, Bihar
Supervisor:	Program Director, Alive & Thrive India.
Starting Salary:	Commensurate with education & experience

Project Summary

Alive & Thrive (A&T) is funded by the Bill & Melinda Gates Foundation and the governments of Ireland and Canada. A&T is dedicated to reducing death, illness, and malnutrition caused by sub-optimal infant and young child feeding. During its first phase (2008-2014) the initiative aimed to increase rates of exclusive breastfeeding and improve complementary feeding practices in three countries – namely Ethiopia, Bangladesh and Viet Nam. As part of its current phase (2013-2017) the initiative is translating lessons to other countries and regions including South East Asia, India and Burkina Faso.

In India, the initiative focuses on transfer of lessons, tools and approaches in the states of Bihar and UP in partnership with current BMGF partners. In Bihar, A&T will work closely with partners under BMGF's Nutrition Program and with the government to improve maternal, infant and young child nutrition (MIYCN).

Position Summary: The Project Director – Bihar, in close coordination with A&T India program Director and key personnel from Home Office (who support India program) will provide technical leadership, strategic communications, management, and coordination for A&T activities in the State. S/he will ensure technical excellence providing technical support in the design, implementation, follow up and analysis of activities, and will facilitate policy dialogue and partnerships with relevant sectors (health, ICDS, Jeevika) and programs. S/he will support information exchange within an alliance of pro-MIYCN institutions and foster links with appropriate NGOs, UN, bilateral and governmental agencies, donors, implementing partners and academic institutions. S/he will monitor work-plans to ensure timely delivery of results. S/he will provide financial, administrative and managerial oversight. S/he will lead documentation and dissemination activities.

Essential Job Functions

- Oversee planning and implementation of A&T's workplan and budget, ensuring technical excellence and fiscal integrity. Act as a key link between Bihar stakeholders and the A&T/Delhi team. Maintain close coordination and dialogue with key stakeholders in the state (both MIYCN and other related sectors) and implementers at district and block levels in all locations of the state.
- Provide technical oversight (with support from A&T Delhi) to strengthen existing activities of scaling up MIYCN in Bihar. This may involve, development of various stakeholders in strategic communications and a social behavior change strategy, technical support for building a network of high quality MIYCN counseling services within health, SHG and ICDS services, strengthening



guidelines, designing and implementing a performance improvement strategy for frontline workers and supervisor including training activities at various levels, preparing and checking translations and adaptations of behavior change communication materials and products, supervising and reviewing community mobilization and other communication sessions, develop supervision and monitoring checklists and ensuring their correct use.

- Provide technical leadership, management, and coordination to improve the quality of service delivery of MIYCN interventions: supervision and reporting through ICDS, Jeevika, Medical colleges and professional medical associations in the State. Support and provide MIYCN related technical inputs to partners of Bill & Melinda Gates Foundation's Technical Support Program ISSNIP, , UNICEF and other key stakeholders
- Provide technical support to partners to design studies, analysis and surveys and facilitate implementation to generate data needed to strengthen program activities. Identify opportunities for collaborations on studies and data generating activities to promote MIYCN learnings. Provide oversight to ensure data collection, assessments, reviews and interviews and provide guidance for the data entry and analysis.
- Ensure high quality planning and implementation of goal oriented strategic communications activities documentation as per the plans developed by A&T, extracting milestones and lessons learned. Assist with development of a dissemination plan to as wide an audience as possible in Bihar.
- Oversee financial management of the A&T activities, ensuring accurate and timely financial reporting, budget monitoring, and compliance with A&T procedures in all financial, contractual, and procurement activities. Oversee all administrative and logistical aspects of A&T operations.
- Maintain close coordination and communications with A&T/Delhi

Other roles/responsibilities:

- Help develop A&T annual work plans, budgets and project reports, and ensure timely reporting and responses for information to HQ
- Actively participate in, contribute to, and in some cases conduct or help facilitate major A&T program development and implementation activities (strategic planning, program presentations, advocacy and policy meetings, workshops), as appropriate
- Present/disseminate program results, based on program experience to State authorities, projects and partners, and other professional colleagues and organizations at state and national level.

Other duties as assigned

- *The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with a job.*





REQUIRED SKILLS AND QUALIFICATIONS:

Education:

Master's degree in Public Health Nutrition, Public Health Management, Sociology or equivalent degree

Experience

- A minimum of 10 years of experience in MIYCN/child health/nutrition related activities including strategic planning and communications , social behavior change, training and services delivery programs.
- Excellent written and oral English and fluency in Hindi.
- Excellent reputation in teamwork and facilitating dialogue and communications among diverse institutions and sectors
- Demonstrated experience and high acceptability in working with government, NGOs and donors in Bihar/other states.
- Demonstrated experience in successfully working across sectors (other than health) with senior government authorities, academic experts, national health partners, preferably in Bihar.
- Proficiency in the use of MS Office (Word, PowerPoint, Excel, etc.) and the Internet.

Special Requirements: This job will require a criminal background check

Skills:

- Ability to work independently, assess priorities, and manage a variety of activities while communicating, connecting, and collaborating with HQ and field office staff, subcontractors, and a broad coalition of government, NGO, and international project partners
- Strong interpersonal and organizational skills
- Excellent problem-solving skills
- Excellent writing, editorial, and communication skills, including strong presentation skills to report results to major donors
- Competency in behavior change communications
- Excellent written and oral communication skills in English; fluency in Hindi also very strongly preferred.

Additional Information:

Equipment to be used: Computers, fax machine, telephones, calculators, and/or similar devices

Typical physical demands: Works in a typical office setting

Working conditions including Travel and Overtime: Travel in Bihar 40% time.

To apply, please e-mail your cover letter and resume to aliveandthrive.india@gmail.com by July 15, 2017