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Introduction

KHPT is a not-for-profit charitable entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well beyond Karnataka and KHPT became a learning site for innovative approaches. We work primarily in the fields of Maternal, Neonatal & Child Health (MNCH), Tuberculosis (TB), Adolescent Health (AH), and Comprehensive Primary Health Care (CPHC).

KHPT has partnered with the Women and Child Department, Government of Karnataka to scale up the Sphoorthi program in eleven talukas of the five most vulnerable districts of Karnataka namely Vijayapura, Bagalkote, Raichur, Belagavi and Kalaburgi to reduce child marriage, improve school completion rates and reduce malnutrition among adolescent girls aged 12 to 16. The project will reach 50,000 girls every year for a period of three years.

KHPT is seeking an application for the following positions.

District Program Coordinator

Positions: 1

Location: Bagalkote, Karnataka

Qualification, Skills & Competencies

- Masters in Social Work, Sociology, Women Study, Gender Studies, Developmental Studies and other social science disciplines.
- Minimum 5 years of experience in the area specific to Adolescent Health and about 8-10-year experience in Developmental Sector Sound understanding of each of the programs.
- A strong understanding of gender and empowerment.
- Ability to guide and mentor district team members and provide regular support through field visits, trainings and during the monthly review and planning meetings.
- Understanding of program planning, review and strategy development is essential.
- Excellent understanding on local context, practices and ability to liaise with local governments as required.
- Willingness, flexible and ability to work in a challenging environment. Hands on experience in documentation.
- Ability to anticipate the challenges/issues and initiate appropriate actions.
- Excellent spoken and written skills in English and ability to understand and working knowledge

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of other languages is desirable.

Roles and Responsibilities

- To develop key state government partnerships, liaison with policy makers and facilitate key stakeholder alignment
- To develop and facilitate partnerships and support from community structures and institutions (e.g., PRIs)
- Developing the implementation/meeting reports
- Ensuring adherence to deadlines
- Undertaking periodic reviews to ensure quality and timely completion of project
- Presenting the project documents
- Monitoring the project progress
- Compiling summary documents, project status, evaluation report, performance report in reference to the contracted policy
- Developing and maintaining the detailed schedule including the project phases, travel program, material management/procurement
- Organizing / coordinating meetings involving key stakeholders including travel arrangements etc
- Providing supportive supervision for project staff

Reporting

District Program Coordinator will be reporting to the Project Lead- or person designated by him.

Remuneration

The remuneration for the above positions will be fixed in line with internal policies and market standards which will be set based on qualification, relevant experience, budget availability and interview performance

KHPT provides a safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants to apply. Also, individuals who are physically challenged with the required skills /knowledge and who are willing to travel are also encouraged to apply.

We will be following a systematic selection process to fill this position based on experience, competency, suitability, aptitude to work with our health programmes and in-depth knowledge of thematic areas we work. Only shortlisted candidates will be invited for an interview.

The above position demands excellent communication, interpersonal and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with required experience and skillsets.

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How to apply

Interested candidates are requested to apply using the prescribed **KHPT Application Format** with a covering letter and email it to jobs@khpt.org. Candidates can download the format by clicking on '[Application Format](#)' or visit [our website](#) to download the format.

The application should reach on or before 31st Dec 2023

Please note that completed applications in the prescribed format will help us in shortlisting effectively and will be given preference.