

### Job Framework

<b>Position Title</b>	<b>Program and Communication Executive</b>
<b>Level</b>	<b>VI (Executive) (General)</b>
<b>Reporting To</b>	<b>Manager (Program Operations and communications)</b>
<b>Number of Position</b>	<b>01</b>
<b>Location</b>	<b>New Delhi</b>

### Background

Foundation for Reproductive Health Services India Organisation is a leading Indian Non-Governmental Organization working since 2009 to enable women and girls to exercise their reproductive rights and choice. The Organisation is an affiliate of **MSI Reproductive Choices**, a global organization providing personalized contraception and safe abortion services to women and girls across 37 countries. The high-quality services we provide, give a woman the power to choose if and when she has children so that she's free to pursue her plans and dreams for herself and her family. Our mission is "**Your Body, Your Choice, Your Future**".

The Organisation is the No. 1 non-governmental provider of Clinical Family Planning services. We provide quality family planning and safe and legal abortion services to women in need, through multiple channels that comprise of our own clinics, clinical outreach teams and public sector support to Government facilities. We are currently working in the states of Rajasthan, Madhya Pradesh, and Uttar Pradesh in Public Private Partnership with the respective state governments. In 2024, our teams directly provided family planning choices and quality services to over 138,000 clients that delivered a Couple Year Protection (CYP) of over 1.76 million.

The Organisation also implements advocacy projects to advance sexual and reproductive rights in the country. It currently hosts the secretariat for the **Pratigya Campaign for Gender Equality and Safe Abortion**, a cornerstone in advocating for women's rights to safe and legal abortion services across India. Launched in 2013, Pratigya is a network of over 120 individuals and organisations working towards protecting and advancing women's rights and their access to safe abortion care in India, working with governments, organisations and media at the national and state levels.

It is a role requirement that the job holder must fully comply with, promote, and live **Organisation's CORE VALUES**.

<b>Mission driven</b>	<b>Client Centered</b>	<b>Accountable</b>	<b>Courageous</b>	<b>Resilient</b>	<b>Inclusive</b>
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### JOB SUMMARY

The Organisation is seeking a skilled and proactive Programme and Communications Executive to drive program implementation and enhance the organization's communications strategy. This role combines operational support, communication, and external engagement to advance organizational goals. The candidate will play a key role in strengthening program delivery, ensuring impactful stakeholder engagement, and fostering visibility through innovative communication initiatives. Additionally, the role involves contributing to donor relations, proposal development, and the creation of compelling content to showcase the organization's work. Ideal candidates will bring a blend of programmatic expertise, creative communication skills, and the ability to manage multiple priorities effectively. It is a learning position within the organization, with an opportunity to work with the Senior Management Team and the Executive Team.

## **KEY RESPONSIBILITIES**

### **Programme Operations (30%)**

- Assist the Manager - Program Operations and Communications in coordinating with field teams and supporting day-to-day program operations across intervention states.
- Contribute to the development and implementation of efficient monitoring and evaluation (M&E) and reporting systems, ensuring regular updates to templates in collaboration with M&E and field teams.
- Support in organize and facilitating meetings, consultations, and follow-ups with stakeholders.
- Travel to field locations to understand program models and document case studies showcasing the impact of program activities
- Manage knowledge-sharing initiatives by tracking and disseminating new research findings in relevant domains.

### **Pratigya Secretariate (20%)**

- Support the implementation of Secretariat activities, including convening meetings and workshops, conducting advocacy efforts, and managing social media accounts.
- Update and maintain the partner database regularly.

### **External Communication (40%)**

- Develop static posts, GIFs, and short videos for social media platforms, including LinkedIn, WhatsApp, Instagram and Facebook.
- Manage the social media accounts for Organisation and Pratigya Campaign.
- Design and produce promotional materials such as posters, flyers, newsletters, and mailers.
- Prepare presentations, case studies, and client stories.
- Ensure timely updates to the Organisation and Pratigya Campaign websites.
- Coordinate with field teams to collect and curate case studies, photos, and success stories for various platforms
- Maintain and organize the organization's photobank.
- Assist in developing marketing strategies for clinics and services.

### **Donor Relations and Fundraising (10%)**

- Maintain a donor reporting tracker and coordinate with various teams to gather data and insights for reporting purposes.
- Support in donor reporting at regular intervals.
- Research and establish linkages with potential donors/corporates. Share new ideas to develop communication products to engage with them.
- Support in proposal development and external communication as required. It would also include creating engaging brochures, presentations and field-based case studies for donor and partner engagement.

## **QUALIFICATION AND EXPERIENCE**

- Graduate/Postgraduate degree in Mass Communication, Journalism, Public Health, Management or related field
- 2–4 years of experience in program implementation, communication, and/or advocacy.
- Prior experience in developing content and managing social media is a must.
- Prior experience in development sector, public health and/or reproductive health is desirable.
- Proficiency in graphic design tools (such as Adobe Photoshop, Illustrator, InDesign, Canva, or CorelDRAW) is a must.
- Experience in video editing and producing short content for social media platforms is desirable.

## **SKILLS AND COMPETENCIES**

- Excellent verbal and written communication skills in English and Hindi.
- Advanced proficiency in MS Office and social media platforms.
- Strong organizational and project management skills with the ability to handle multiple tasks and meet deadlines.

- Creative and innovative mindset with a keen attention to detail.
- Exceptional interpersonal skills with the ability to collaborate effectively in a team environment.
- A go-getter with a resourceful approach to problem-solving and task management.
- Strong ability to learn quickly, adapt to new challenges, and continuously improve.
- Proactive and self-motivated with a passion for achieving impactful results.

**Interested candidate please share your cv at:**

[contact@pmspl.net.in](mailto:contact@pmspl.net.in)