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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 in collaboration with Global Alliance for Improved Nutrition (GAIN) has entered into an agreement to implement the project titled “Scaling up fortification of edible oil, milk and wheat flour in select geographies of India” so as to curb and tackle the endemic and widespread micronutrient deficiency in priority states in India. KHPT invites applications from committed, compassionate and competent persons for the position(s) mentioned below.

Program Manager

Positions: 2

Location: Delhi

Qualification, Skills & Competencies

- Person with post-graduation in any relevant field or Management degree is desirable.
- Minimum of 4 to 5 years of progressively responsible professional experience in project and field implementation.
- Knowledge of MNCH, Nutrition, Food technology and Food fortification is desirable.
- Ability to guide and mentor 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 state governments.
- 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 of other languages is desirable.

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Roles and Responsibilities

- To develop key state government partnerships and facilitate key stakeholder alignment
- To develop contacts and liaise with State Governments/Policy makers.
- Liasioning with Government Departments/Policy makers
- Visiting the industry ensuring – installation of requisite equipment
- Resourcing/Organizing the supply of premix and ensuring linkages of premix suppliers to industry partners
- Liasioning with the laboratories and organizing samples for evaluation
- Developing the implementation/meeting reports
- Ensuring adherence to deadlines
- 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, installation, test and system acceptance;
- Organizing/coordinating meetings among the stake holders including travel arrangements etc
- To ensure quality assurance and quality control of fortified wheat flour by picking up samples and getting them tested from a NABL accredited laboratory at a regular frequency.

Reporting

The Program Manager will be reporting to Lead- Food Fortification – KHPT.

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 involves travel. Preference will be given to candidates with work experience in the relevant field and local candidates with the required expertise and skill sets.

How to apply

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Interested candidates are requested to apply using the prescribed **KHPT Application Format** with a covering letter and email it to [**jobs@khpt.org**](mailto: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 13th Nov 2022

Please note that completed applications in the prescribed format will help us in shortlisting effectively.