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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 is inviting applications for the below position from the suitable candidates for the Adolescent Programme in Bengaluru. The Project Lead Adolescent Health manages the implementation and coordination of the designated project/s by providing leadership, strategic direction, management and evaluation of all aspects of the project. The Project Lead also plays a key role in liaison with local authorities, Govt department and other relevant stakeholders. Overall, the Project Lead works collaboratively with the Thematic Lead and Strategic Lead of Adolescent Thematic on aspect of leadership, management of the programme and team.

Project Lead

Positions: 1

Location: Bengaluru, Karnataka

Project: Sphoorthi-Adolescent Health

Qualification, Skills & Competencies

- PhD or Masters in Social Work, Sociology, Women's Study, Gender Studies, Developmental Studies and other social science disciplines.
- Minimum 8 years of experience in the area specific to Adolescent Health and about 12-15 years experience in Developmental Sector
- Sound understanding of each of the programs
- Excellent Written and verbal communication skills
- Extensive planning and execution experience
- Good problem solving, numerical, and analytics ability
- Comfortable with external communications with stakeholders
- Extensive leadership skills to lead critical projects
- Organization dashboard

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- Leadership skills to work closely with the senior leadership team
- Convergence with project management tools such as MS office
- Should be comfortable with ambiguity
- Ability to enforce processes within the organization
- Negotiation skills
- Ability to see the bigger picture and align different thematic teams within the organization
- Integrity

Roles and Responsibilities-

Programmatic Roles:

- Oversee the overall implementation of the project(s) in consultation with the relevant thematic leads and in accordance with the project proposals ensuring objectives are met within the required time frame and budget. Where necessary ensure preventative and corrective action is taken
- Manage a comprehensive activity plan for the project(s), including resource needs analysis, covering the time frame of the project proposal
- Support relevant Project team in day-to-day decision making as requested
- Ensure that regular monitoring and evaluation assessments against project objectives are conducted and reports made to the thematic lead or donors
- Support the Thematic Lead and Strategic Lead in the development and production of new concepts and proposals
- Develop, in consultation with the other senior field managers, an implementation strategy which is appropriate to the field context and strategy
- Ensure complete and timely reporting of activities to project donors, line managers and any other relevant bodies
- Ensure all relevant documents related to the project are produced and filed according to project and donor guidelines

Internal role and responsibilities

- Facilitation of project review using the dashboard.
- Facilitation of internal project management.
- Responsible for funder compliance and ensure project deliverables in a timely manner and also develop reports that need to be submitted to the funder.
- Co-ordinate with other units of KHPT like HR, Admin, Finance, Communication to ensure development of products and smooth implementation of project.
- Closely work with other project leads of thematic areas for the cross learnings.

Reporting

The Project Lead will be reporting to the AH-Thematic Lead or person designated by him

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Remuneration

The remuneration for the above positions will be fixed in line with internal policies and market standards which will be fixed 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.

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 27th Jan, 2023

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