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| Designation | Program & Communication Manager |
| Reporting to | Project Director |
| Project Name | USAID PAHAL Project  |
| Location | New Delhi |
| About IPE Global | **IPE Global Ltd.** is a multi-disciplinary development sector consulting firm offering a range of integrated, innovative and high-quality services across several sectors and practices. We offer end-to-end consulting and project implementation services in the areas of Public Health, Nutrition, WASH, Education and Skill Development, Social and Economic Empowerment, Urban and Infrastructure Development, Private Sector Development, among others.Over the last 21 years, IPE Global has successfully implemented over 900 projects in more than 100 countries. We are headquartered in New Delhi, India with seven international offices in United Kingdom, Kenya, Ethiopia, Myanmar, Philippines, Bangladesh and Nepal. We partner with multilateral, bilateral, governments, corporates and not-for-profit entities in anchoring development agenda for sustained and equitable growth. We strive to create enabling environment for path breaking social and policy reforms that contribute to sustainable development.IPE Global is an ISO 9001:2015 certified and promoted by established practitioners and sector experts. The organization has multi-disciplinary team of 1100+ professionals, bringing together the right skills and technical expertise for enriching lives in poor and developing countries. Our experts work closely with programme stakeholders and clients to co-design solutions for complex socioeconomic issues. For more details, please visit [**www.ipeglobal.com**](http://www.ipeglobal.com) |
| Job Description | **USAID PAHAL PROJECT**Partnerships for Affordable Healthcare Access and Longevity (PAHAL): IPE Global Limited (IPE Global) through PAHAL aims to provide technical support and risk mitigation measures for the Blended Financing Facility for healthcare solutions, that can play a critical role in using the additional Emergency Relief Fund (ERF) to provide grant funding to scale up high impact solutions that address the critical health system challenges faced during the second wave of the pandemic in India. These include oxygen delivery systems, vaccine cold chain storage, personal protective equipment (PPE), drugs and diagnostics, including low-cost RTPCR kits, Artificial Intelligence (AI) for tracing COVID-19 hotspots, precision surveillance diagnostic system and facility-based interventions to address COVID-19. You will support the **team** and provide inputs in following area:* Coordination of all programs related functions which include program reporting to the donor, work-plan preparation
* Engagement with various consultants and agencies for carrying out need-based technical assistance for the project.
* The position will also undertake the responsibility for the communication and documentation
* Support team to draw insights and document learnings from various interventions by supporting content development and editing.
* Development of documents for sharing with different stakeholders and branding
* Manage the media and social media platform of the project in terms of content, form of products, mediums of dissemination.
* Dissemination and communication with relevant audiences and stakeholders using printed products, social media and marketplaces at various events/workshops.
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| Qualifications and Experience | * Advanced university degree Development Studies, Communications or any other relevant field
* 3 to 7 years of experience in managing projects and developing reports for internal and external stakeholders. Exposure to health sector is desirable.
* Credibility of working with the Government of India, development partners and corporates.
* A track record of strategic thinking and supporting large-scale programs and demonstrated ability to develop and manage client and stakeholder relationships.
* Organised and experienced in managing projects and teams to tight budget and deadlines
* A team player who is a fast learner, flexible and able to adapt to changing priorities, and able to work under pressure
* Excellent verbal, interpersonal and written communication skills.
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| IPE Global is committed to using fair, objective and positive employment practices to promote equal opportunities and diversity in employment, ensuring that all employees including potential employees are treated fairly, consistently and with respect, before, during and after, their employment. We seek to create an environment that is representative of, and responsive to, different groups.  |