



JOB TITLE: Program Officer
SUPERVISOR: Director
JOB CODE: 2021/PO

About HRIDAY

HRIDAY is a not for profit organization that aims to promote sustainable health, particularly among youth, in multiple settings including schools, colleges, workplaces and the community at large. HRIDAY engages in multi-disciplinary research, capacity building and undertakes campaigns linked to the prevention and control of Non-Communicable Diseases (NCDs). HRIDAY addresses NCDs from a health and development perspective, particularly in the context of Goal 3.4 under the Sustainable Development Goals (SDGs).

JOB DESCRIPTION:

The Program Officer will support HRIDAY's work in the area of public health, health promotion and research. The Officer will work with the Programmes team at HRIDAY and other stakeholders for the fulfillment of its responsibilities, bringing an understanding of the global, regional and national health and NCD agendas, and the role played by civil society in advancing the NCD prevention and control (with a focus on environmental issues/air pollution) responses via campaigns and programmes at the global, national and sub-national levels.

Responsibilities:

1. Support strategic implementation of HRIDAY's existing projects with partners, stakeholders and also contribute to project outcomes, as needed.
2. Contribute to HRIDAY's coalition building efforts through multi-stakeholder engagements.
3. Support reporting, monitoring and evaluation efforts of ongoing projects, to ensure documents are prepared and submitted on time, including coordinating with sub-national partners, facilitating timely report submission by partners and accelerating communication efforts when needed.
4. Ensure internal and external communications products and the website are updated and fully represent activities through HRIDAY's social media channels.
5. Schedule and coordinate team meetings, prepare agendas, and capture notes as appropriate.
6. Liaise with partners, donors and stakeholders to establish regular and consistent communication channels.
7. Collaborate across the HRIDAY team (particularly working with Communications, Programmes, and Research) to implement project activities and ensure compliance, in consultation with supervisor as appropriate.
8. Develop presentations and represent the organization at international, national and sub-national meetings/conferences, as needed.

Requirements:

1. Master's degree in Public Health or related field.
2. Minimum of 1-3 years' relevant experience in public health with demonstrated interest and understanding of global health and development; knowledge of Non Communicable Diseases would be ideal, particularly on aspects related to NCD prevention (e.g., environmental health/air pollution, alcohol control, food policies,). Health policy and/or public health background is preferred.
3. Analyze, organize and prioritize work under pressure while meeting deadlines.
4. Excellent analysis, writing and oral communications skills in English.
5. Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).

How to apply

HRIDAY offers highly dynamic and enabling work environment and provides competitive compensation based on experience and background. Interested candidates should submit their CV with a covering note to info@hriday-shan.org mentioning the Job Code in the subject line, by Tuesday, September 28, 2021

Please note that only shortlisted applicants will be contacted for an interview.