**JOB DESCRIPTION**

FOR

**Sr.Programme Officer – Health**

***HCLFoundation Invites applications for the post of Senior Programme Officer- Health under its flagship programme Uday by HCLFoundation***

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| **Vacancy released by** | **HCLFoundation** |
| **Vacancy code** | **HCLF/Uday/Health/Bengaluru**/**28012025** |
| **Programme name** | **Uday by HCLFoundation** |
| **Date of posting** | January 28th , 2025 |
| **Last Date to Apply** | February 10th , 2025 |
| **Location** | **Bengaluru, Karnataka** |

**About HCLFoundation**

HCLFoundation delivers the corporate social responsibility agenda of HCLTech in India through its flagship programmes and special initiatives. As a not-for-profit organization, it strives to contribute towards national and international development goals, bringing about positive impact in the lives of people through long-term sustainable programs.

HCLFoundation aims to alleviate poverty and achieve inclusive growth and development through life cycle-based, integrated community development approach that focuses on Education, Health, Skill Development and Livelihood, Environment, and Disaster Risk Reduction and Response. At present, it is implementing five flagship programs, Samuday and HCLTech Grant (Rural Development); Uday and My Clean City (Urban Development); Harit - (Environment Action) and 4 special initiatives - Power of One, Sports for Change, Academy and My E-Haat.

For more details, please visit our website – <https://www.hclfoundation.org>

**Vision**

To be the source code for sustainable socio-economic and environmental development.

**Mission**

Nurture clean, green and healthy communities where everyone is empowered and equipped to reach their full potential in partnership with its employees, communities and stakeholders, while promoting volunteerism and establishing international standards of strategic planning, implementation and measuring impact.

**Links**

HCLFoundation: <https://youtu.be/EkxVM856rHk>

Uday: <https://youtu.be/eMRYLnEun4s>

**Uday by HCLFoundation**

Uday by HCLFoundation success, drawn from the ‘convergence’ model where NGOs, duty bearers, communities and HCLFoundation come together and work towards integrated community development. This programme is now in scaling up phase in all cities, where HCLTech has a presence.

India has the world’s largest youth population, with 354.4 million people aged between 15 and 29 years (India Labor Market Update, 2016, International Labor Organization – ILO). Despite the economic growth and an increase in general education levels, youth unemployment is a growing challenge, especially among the urban educated youth. Many families/ youth migrating from the rural areas end up living in slum areas (low-income housing) and youth from these households lack access to the resources and opportunities to make a foray into formal sector employment.

**JOB DESCRIPTION**

**Position: Senior Programme Officer Health**

**Location: Bengaluru, Karnataka**

Under the leadership of the Director, HCLFoundation, and the assigned personnel, the Programme Officer- Health will be responsible for strengthening the quality of Health programmes and its programme management. This position is based out of Bengaluru.

**Roles and responsibilities-**

**Monitoring and Evaluation-**

* Undertake regular field visits to monitor project progress, ensure implementation is in line with approved strategies.
* Lead the planning, execution and monitoring of health projects at the location level
* Work with partner organizations of HCLFoundation to ensure operationalization of projects.
* Provide regular coordination support for day-to-day functions across projects and themes in high pressure situations.
* Ensure that programmes are integrating other themes at HCLFoundation such as Education, Skill & Livelihoods, Environment and Gender & Inclusion.
* Develop case studies, comprehensive reports and document best practices to produce high quality reports.
* Maintaining comprehensive dashboard of the health programmes at the location in accordance to the requirements of HCLFoundation.

**Budget Management-**

* Monitor programme progress against both programmatic and budgetary targets, making adjustments as necessary.
* Ensure timely submission of progress reports as per requirements and ensure utilization.
* Ensure timely utilisation of approved budgets allocated to health partners as per terms and conditions of MoU.

**Research**

* Support in development of situation assessment reports to boost the understanding of context of Health Indicators as per the National Health Policy and Sustainable Development Goals (SDGs)

**Communications and Volunteer engagement-**

* Build health programme’s visibility in social media platforms (e.g. Twitter, Facebook, YouTube and LinkedIn) for the internal and external audience.
* Ensure that all ethical requirements towards pictures, videos and other BCC materials are met.
* Prepare a comprehensive monthly calendar in coordination with HCLFoundation supported NGOs as well as HCLTech volunteers for engaging employees in health programmes and implementation of the approved activities.
* Maintaining and updating database of volunteer activities, number of volunteers engaged from various accounts and the total number of volunteering hours generated.
* Conducting floor walks with business account volunteers as and when required to ensure effective engagement volunteers in the project.

**Required Qualifications:**

* At least 6 years of progressive work experience after Post Graduation in core public health domains like epidemiology, demography, health economics, health/ hospital/ pharmaceutical systems management.
* Demonstrated experience in operationalizing health programmes at field level, monitoring and evaluation, budget management and working in strengthening of state, district, and block level health systems.
* It is desirable to have research experience.
* Excellent written and verbal communication skills in English language are required for this role.
* Familiarity with development communications including IEC materials, social media based behavioural campaigns and skills in mass communications are needed.
* Ability to deliver on time, independently, to work with a range of stakeholders, including the ability to perform in a corporate environment and present the work at various forums.
* Experience in managing complex and time-sensitive processes.

**Attributes and Experience:**

* Experience in partnership management would be an essential
* Experience in conducting training & its documentation is desirable
* Understanding of NHM programmes and community development approaches are desirable
* High team spirit and flexible approach
* Strong monitoring, coordination and facilitation skills
* Excellent verbal and written communication skills

**Please Note:** We hold ourselves accountable to children. Adherence to comply with HCLFoundation’s Child Protection Policy and procedures with respect to child safeguarding is non-negotiable. A range of pre-employment checks can be undertaken in conformity with HCLFoundation's Child Protection Policy.

**Travel requirements**

Up to 50 % of the time

**Compensation Offered**

* The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

**How to apply:**

* Please submit - updated CV with a cover letter, giving details of three references, current cost to organization and expected compensation
* Attach two page write up describing an intervention you would design for reducing the infant mortality in an urban slum.
* Send your application to [chethana.thirt@hcltech.com](mailto:chethana.thirt@hcltech.com) , **marking** [sjoshua.l@hcltech.com](mailto:sjoshua.l@hcltech.com) **in cc latest by February 10th , 2025**
* Only shortlisted candidates will be contacted.
* Applications are accepted until the position is filled.

**HCLFoundation is an Equal Opportunity Employer and promotes inclusion and diversity. We encourage applications from all genders, people with disabilities, and people with all orientations to apply.**