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## **Associate Manager – Community Health Program**

### *Job Description*

Youth for Seva is seeking a dynamic and motivated individual to join our team as the Associate Manager to lead Community Health Program. The ideal candidate will be responsible for Develop and oversee detailed project plans, Team management, Stakeholder Engagement, timelines, and budgets, etc. This role requires excellent organizational, communication, and interpersonal skills.

### *Roles & Responsibilities:*

#### **Project Planning and Implementation**

- Develop and oversee detailed project plans, timelines, and budgets.
- Coordinate with stakeholders, including schools, healthcare providers, and local authorities.
- Ensure adherence to the RKSK and RBS frameworks throughout the project lifecycle.

#### **Team Management**

- Recruit, train, and manage project staff, including trainers and peer educators.
- Provide ongoing support and capacity-building to the project team.
- Monitor team performance and ensure alignment with project goals.

#### **Stakeholder Engagement**

- Facilitate collaboration between schools, government health departments, and community organizations.
- Organize regular meetings with stakeholders to ensure alignment and address challenges.

#### **Monitoring and Evaluation**

- Implement baseline, midline, and endline evaluations to measure project impact.
- Develop and utilize tools to track progress and capture data (e.g., attendance sheets, feedback forms).
- Prepare detailed reports on outputs, outcomes, and impact for donors and stakeholders.

#### **Communication and Reporting**

- Maintain clear and effective communication with all stakeholders.
- Present project updates, challenges, and successes during periodic reviews.
- Prepare case studies, success stories, and other documentation for knowledge sharing.

#### **Risk Management**

- Identify potential risks to project execution and develop mitigation strategies.
- Ensure compliance with organizational policies and funding requirements.



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## Qualifications and Skills

### Selection Criteria

Age	25yrs to 35yrs
Education	<ul style="list-style-type: none"><li>• Bachelor's degree in Public Health, Social Work, Education, or related field.</li><li>• Master's degree in Public Health, Project Management, or equivalent preferred.</li></ul>
Experience	<ul style="list-style-type: none"><li>• Minimum 5 years of experience in managing health or education projects, preferably with adolescents.</li><li>• Proven track record of working with government programs (e.g., RKSK) or similar frameworks.</li></ul>
Languages needed	<ul style="list-style-type: none"><li>• Fluency in Kannada , Hindi , Telugu and English (written and spoken)</li></ul>
Commitment	<ul style="list-style-type: none"><li>• Min. 2 to 3 years</li></ul>
Salary and Benefit	<ul style="list-style-type: none"><li>• Rs.4.4L to Rs.5.2L per Annum based on experience and qualifications.</li><li>• Travel allowance and per diems for field visits.</li><li>• Opportunity to make a significant impact on Community Health and well-being</li></ul>
Work Timing	9:30 am – 6:00pm, Able to work flexible hours, including evenings and weekends.
Location	<b>Bangalore</b>
Skills	<ul style="list-style-type: none"><li>• Strong project management skills, including planning, execution, and monitoring.</li><li>• Excellent communication and interpersonal skills for stakeholder engagement.</li><li>• Proficiency in data analysis and report writing.</li><li>• Familiarity with participatory methods and rights-based approaches.</li><li>• Ability to manage budgets and financial reporting.</li></ul>
Other requirements	<ul style="list-style-type: none"><li>• Min. 2 to 3 years' experience in a managerial position</li><li>• The person should be ready to travel as the work requires 70% field work.</li><li>• Work timing will be 9.30 AM to 6.00PM</li></ul>

**If you are interested, please send your resume to [Recruitments@youthforseva.org](mailto:Recruitments@youthforseva.org) with subject line “Associate Manager – Community Health Program”**