Position:	Programme Officer
Employment Category:	Consultant, Full time
Place of Work:	Metro cities/ Home Based
Reports to:	Regional Director, India
Reporting to position:	No
Travel Expectations:	Up to 25%

Who We Are:

Seva is a global non-profit eye care organization that transforms lives and strengthens communities by restoring sight and preventing blindness. We train local eye care providers and develop self-sustaining eye programs around the world. Together we provide critical eye care to underserved communities, especially women, children, and indigenous peoples. Seva has helped more than 5 million blind people regain their sight in more than 20 countries.

Function:

This role is responsible for project management, impact assessment, and data management within the country program, focusing on efficiency and impact. The role is tasked with improving the program quality, stakeholder management, day-to-day management of program activities, health research, data analysis, and evidencing our work. The role provides support to the program and operations team, overseeing implementation, partner relations, fund utilization, and measurement of impact implemented through a responsive process of planning, executing, and assessing guides the program implementation work.

Role:

The role is vital for the management of growing country programs with a focus on the management, implementation, and impact assessment of the programs in the country. He/she will take overall responsibility for program operations. He/she will assist the Regional Director in preparing reports and communication, documenting the learning of GSI in the region, as well as sourcing potential collaborations in other complementary sectors (female empowerment, job creation, primary health, poverty). The role includes regular travel to partner hospitals across the country.

a) Program Management and Implementation
   - Develop a structured system and defined procedures to manage the program in an efficient manner.
   - Technical support to Global Sight Initiative (GSI) Partners in India (comprising more than 50 hospitals across 18 States and UTs) in program implementation
   - Strengthen and promote the GSI network by inculcating collective learning among partners and key stakeholders.
   - Support in facilitating and monitoring Seva-supported programs/activities against deliverables as per key program drivers.
   - Conduct field visits to program sites to understand progress and develop feedback systems with partners to achieve the goals
   - Identify problems or obstacles that may interfere with program implementation and work with staff and partners to address the issues appropriately.

b) Monitoring, Evaluation, and Impact Assessment
   - Strengthen the M&E system to ensure data-driven decision-making
   - Tracking and updating the key performance indicators and activities to monitor and examine the progress toward desired outcomes
   - Consolidate, analyze, synthesize, and disseminate key programmatic insights with the team and partners monthly and quarterly.
   - Lead and/or coordinate all the assessments, evaluations, and performance evaluation tasks including planning and reporting on the same.
   - Excellent interpersonal and communication skills with the ability to collaborate, develop and maintain strong relationships with other teams.

c) Reporting, Data Management, and Quantitative Research
   - Preparing concept notes on important conservation issues related to primary eye health, health policies, and eye hospital management.
   - Write and contribute to reports, and publications and edit the documents to ensure accuracy.
   - Draft report, conduct literature search, and reviews.
   - Conduct statistical analyses of data sets and information.
   - Support in documentation of Information Management and M&E domain processes.
   - Support the development of coherent and coordinated research activities related to the Seva Foundation's work which will share best practices and learnings in the development sector
   - Produce and help coordinate a wide range of high-quality written outputs for various audiences including well-targeted and evidenced research papers, blogs, and other outputs

Skills and qualifications:

- Master's or advanced degree in public health/ management or economics/ community ophthalmology/ development studies or related field
- Strong administrative and managerial abilities
- 5+ years of work experience in public health research/project management/ Impact Assessment
- A Bachelor's degree in Optometry is preferred, in combination with a master's degree
- Relevant training and/or certifications or experience in public health.
- Working knowledge of SPSS, STATA, or any other statistical packages, PowerBi, or other data visualization platforms is preferred.
- Knowledge of Microsoft Office (advanced excel, PowerPoint, Word) data analysis skills, and experience in report writing in English is essential
- Demonstrated capability of scientific writing is preferred.

Attributes:

The incumbent should be capable of managing multiple and complex tasks; thrive under pressure, time and complexity; have strong people skills and the ability to develop a strong team spirit; and be capable of interfacing successfully with internal actors, donors, and partners to resolve program issues. S/he should also feel comfortable in a representational role, speaking on eye health issues with internal and external audiences. The Project Officer should be well-organized and self-motivated with demonstrable writing, management, and creative problem-solving skills.

Seva Values:

- Compassion in Action – We do not observe suffering, we address it.
- Selfless Service – Service is its own reward.
- Respect – We believe in the fundamental dignity and value of every person.
- Equity – We serve the underserved to ensure all people have access to quality care.
- Fun – We never take ourselves too seriously. When you stop laughing, you've stopped living.

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