



JSI R&T INDIA FOUNDATION

JSI R&T India Foundation Job Description

Position Name:	District Coordinator
No. of Positions:	143
Position Type:	Full Time
Company/Division:	JSI R&T India Foundation
Reporting to:	State Team Lead (Respective Region)
Locations*:	<i>List of 143 locations is appended below in the JD</i>
Estimated Joining:	July 15, 2025
Last date to apply:	Sunday, 22 June 2025
Project Tenure:	1 year <i>(with possibility of extension up to 3 years based on project needs, availability of project funding and applicable labor laws)</i>

Background

JSI R&T India Foundation (JSI Foundation) is a not-for-profit company, registered in 2014 under Section 8 of the Companies Act 2013. The mission of the JSI Foundation is to improve the health and well-being of vulnerable communities through innovative, evidence informed and replicable strategies in partnership with government, private sector and civil society. JSI Foundation works closely with the Ministry of Health and Family Welfare, Ministry of Women and Child Development, as well as state counterparts, leading CSR companies, and Global Fund to implement context specific and comprehensive public health programs in India.

Project Overview

The Ministry of Health and Family Welfare is currently rolling out and scaled up massive digital data recording systems across different platforms including Health Management Information System (HMIS), name-based registries such as the Reproductive Child Health (RCH) portal and Auxiliary Nurse Midwife Online (ANMOL), a multifaceted system of Ministry of Health & Family Welfare, for early identification and tracking of the individual beneficiary throughout their productive lifecycle. Electronic Vaccine Intelligence Network (eVIN) and National Cold Chain Management Information System (NCCMIS) for iSC management and monitoring, and Supportive Supervision app and portal (SS), Surveillance and Action For Events following Vaccination (SAFE-VAC) and is currently setting up CoWIN equivalent data systems for Universal Immunization Program (UWIN).

To strengthen the routine immunization with a special focus on zero dose children (children who have not received the first dose of DPT containing vaccine in their first year of life), there is an imperative need for aiding the decision making of programme managers, data handlers, and frontline workers will exponentially rise as they work towards tackling the Zero Dose children challenge. Thus, a technological innovation is implemented by the United Nations Development Programme (UNDP) with an objective to increase the reach for 'zero-dose' children and to ensure that clusters of unvaccinated children are identified and there is availability of real time and programme monitoring data for necessary and prompt action to help decision makers take quick and corrective actions to attain their goals and targets related to FIC+ (Full immunization coverage plus) and reduction in ZD children burden in the country by strengthening Data analytics and review Mechanism in 143 identified districts across 11 states.

To achieve the project objective and outcomes, the project is structured into 2 key components.

Component 1 – Strengthen and institutionalize capacity for real-time programme monitoring data to take prompt action for reaching zero-dose children and improving Routine Immunization coverage

Component 2 – Strengthening Governance, Management, data quality/analytics and Review Systems for Immunization planning and review at national level and Strengthening Review Systems for reducing Zero-dose children and improving routine immunization coverage at State, District and Block level.

Proposed intervention to be implemented in 143 districts across 11 states. Details of states and districts are as per the table below:

S. No.	State	Count of District/ Cities	Districts
1.	Arunachal Pradesh	12	Longding, West Kameng, East Siang, East Kameng, Papumpare, Lower Subansiri, Changlong, Siang, Namsai, Upper Subansiri, Kamle, Upper Siang
2	Bihar	25	Champan West, Champan East, Darbhanga, Purnia, Sitamarhi, Araria, Katihar, Bhojpur, Patna, Begusarai, Madhubani, Kishanganj, Nalanda, Supaul, Saharsa, Nawada, Bhagalpur, Saran, Vaishali, Gaya, Madhepura, Siwan, Munger, Jamui, Banka
3	Haryana	1	Nuh
4	Jharkhand	1	Sahebganj
5	Madhya Pradesh	15	Gwalior, Shivpuri, Morena, Barwani, Sehore, Vidisha, Rajgarh, Mandsaur, Balaghat, Damoh, Singrauli, Rewa, Bhind, Panna, Satana
6	Maharashtra	4	Pune, Nasik, Thane, Gr. Mumbai
7	Meghalaya	7	North Garo Hills, East Khasi Hill, West Khasi Hill, West Jaintia Hills, East Garo Hills, Ri-Bhoi, South West Khasi Hills (new district)
8	Mizoram	1	Lawngtlai
9	Nagaland	1	Mokokchung

10	Rajasthan	16	Alwar, Jodhpur, Bikaner, Bharatpur, Barmer, Churu, Bhilwara, Nagaur, Sikar, Jaipur, Jalor, Udaipur, Ajmer, Sawai Madhopur, Rajsamand, Jaisalmer
11.	Uttar Pradesh	60	Kanpur(Nagar), Jaunpur, Kushinagar, Gorakhpur, Deoria, Ballia, Allahabad, Unnao, Kheri, Lucknow, Bareilly, Bijnor, Ghazipur, Maharajganj, Aligarh, Sitapur, Moradabad, Banda, Pilibhit, Ambedkar Nagar, Ferozabad, Meerut, Barabanki, Bulandshahar, Amroha, Ghaziabad, Gonda, Azamgarh, Amethi, Bahraich, Etah, Shahjahanpur, Hathras, Farrukhabad, Raebareli, Saharanpur, Badohi, Varanasi, Hardoi, Chandauli, Kasganj, Sultanpur, Basti, Jalaun, Siddharthnagar, Baghpat, Kanpur(Dehat), Balrampur, Kannauj, Jhansi, Fatehpur, Badaun, Etawah, Hamirpur, Mirzapur, Chitrakoot, Sonbhadra, Kaushambi, Mathura, Gautam Budh Nagar
		Grand Total	143 across 11 states

Job Summary

JSI Foundation seeks applications for the position of **District Coordinator** for the above project funded by UNDP. The specific assignment is detailed out below.

A **District Coordinator** typically handles a district comprising of 10-11 blocks. Their primary responsibility is to implement the immunization data quality and review system strengthening program at the district. They work with the district and block officials, conduct diagnostics to identify gaps, formulate district strategy and implement customized plan. They are the face of the program at the district level, hence, relationship building and management are their core strength. District coordinators will undergo extensive training on data analytics, tools and templates and implementation of review strengthening mechanism. They will get extensive support from the state and national teams.

Specific Responsibilities:

- Liasoning and relationship building at district and block level
- Establish relationships and trust with the block and district officials
- Engage with healthcare workers and block/district officials, and address gaps through coordination with the overall immunization team and concerned government officials
- Meet district and block officials on regular basis, understand their needs and help them troubleshoot challenges
- Support them in organizing and conducting various meetings (Taskforce, steering committees, validation committees, review meetings, ANM meetings, etc.)

- Addressing any challenges or issues being faced by the officials in smooth implementation of the interventions

Customized district execution plan

- Support comprehensive diagnostics at district level to identify data quality issues and landscape RI review platforms to use for intervention.
- Collaborate with concerned health authorities at district and block level and coordinate the creation of data and review strengthening action plans
- Regularly support and supervise activities at the session site, block and district level to identify challenges in data quality
- Update the state and national teams on the progress made, actions taken and challenges which require support

Stakeholder Capacity Building and Handholding

- Technical assistance in roll out of HMIS data validation quality tool across all level and support the data handlers in filling and analyzing the data
- Support the Medical Officer in reviewing the progress of facilities across block in monthly and weekly meetings of Responsible Party s by using block health bulletin
- Technical assistance to medical officer that quality of data to be ensured and physical and financial progress to be aligned
- Support and build the capacity of ASHA and ANM in preparation of quality due list.
- Build the capacity of district and block stake holders on how to review the various programs optimally.
- Build the capacity, handhold and support district and block officials on the use tools and template.
- Enable and empower program functionaries to conduct regular RI data quality check, data analysis and use it to decision making
- Provide continuous support with troubleshooting mechanisms and conduct the review effectively using quality data

Implementation of data tools, templates, reporting formats

- Execute the data strengthening and capacity building initiatives, for frontline workers and immunization functionaries at block and district level led by the State
- Support in facilitation of data validation committee meetings at block and district level.
- Ensure that structured data and review meetings to be held at regular basis across all level.
- Ensure implementation of the programme's strategy including tools & templates and process improvements amongst others.
- Regular tracking of the progress made on identified issues and status of action taken
- Data triangulation using HMIS, MPR and local made register to deep down the issues and errors and find out the reasons of differences in recording and reporting.
- Regular follow up and tracking of action points and decisions made in review meeting platforms across levels

- Conduct regular analysis and review the available data and present it to the district and block stakeholders.
- Ensure that action points and decisions made implemented as required.
- Support and facilitate issuance of guidelines by the district time to time.
- Dissemination and transmission of the learnings from implemented interventions across the district

Reporting and Documentation

- Report the progress on implementation in structured templates (reports and presentations)
- Participate in internal review meetings and troubleshoot challenges with cluster and state leads
- Facilitate documentation of project implementation strategies and methodologies
- Document the learning and success stories of the new initiatives

Qualifications and Experience:

- Bachelor's / Master's in Business Administration, Statistics, Economics, Public Health, Public Administration, Public Policy, Pharma, Social Work, Rural Development, Development Studies, or any other relevant field
- Experience of 5-6 years in dealing with state, division, and district officials on healthcare challenges (preferably immunization in public sector)
- Strong data analytics skills with knowledge and understanding of latest data tools such as Microsoft Excel, Power BI, Tableau, etc.
- Exceptional relationship building and communications
- Entrepreneurial mind-set, including ability to work independently with minimum supervision and self-motivated to implement new initiatives
- Ability to create structured reports and presentations (Skilled in Microsoft Word, Powerpoint and Outlook)
- Motivated to travel frequently to meet the needs of the program and deliver impact effectively

Disclaimers:

- *JSI Foundation is committed to fostering a workplace that values fairness and respect. We ensure that all employees and applicants for employment are treated with dignity and provided equal opportunities in all aspects of employment, including recruitment, hiring, compensation, training, advancement, and other employment-related decisions. Our evaluations are based solely on relevant qualifications, such as experience, training, and overall fit for the role, in adherence to applicable laws. We are dedicated to maintaining an inclusive environment where everyone has the opportunity to thrive.*
- *JSI Foundation is a child-safe organization, and the safety and well-being of children is a priority of our organization. We have robust engagement procedures to ensure that all staff are suited to work with the children served by our programs.*
- *JSI Foundation is committed to provide protection against sexual exploitation, abuse and harassment has a zero-tolerance for the same. All the individuals at our workplace are treated with equality and dignity. All potential candidates will be subjected to rigorous background checks and controls.*

Application Process:

Please review the detailed Job Description and submit your application at the following link:

<https://ee.kobotoolbox.org/xHdDeQJm>

Your application should consist of the following:

- Detailed Resume
- Duly filled Application Form

Please note that the last date to apply for this position is **Sunday, 22 June 2025**. Only the shortlisted candidates will be called for an interview.