

**STATE INNOVATIONS IN FAMILY
PLANNING SERVICES PROJECT
AGENCY**

**ORGANIZATIONAL
STRUCTURE MANUAL**

INTRODUCTION

The Organization Structure of SIFPSA, was initially approved by the Governing Body in its meeting held on 15.3.1994. The Governing Body later authorized Executive Committee to take all decisions with regard to the manpower requirement of SIFPSA.

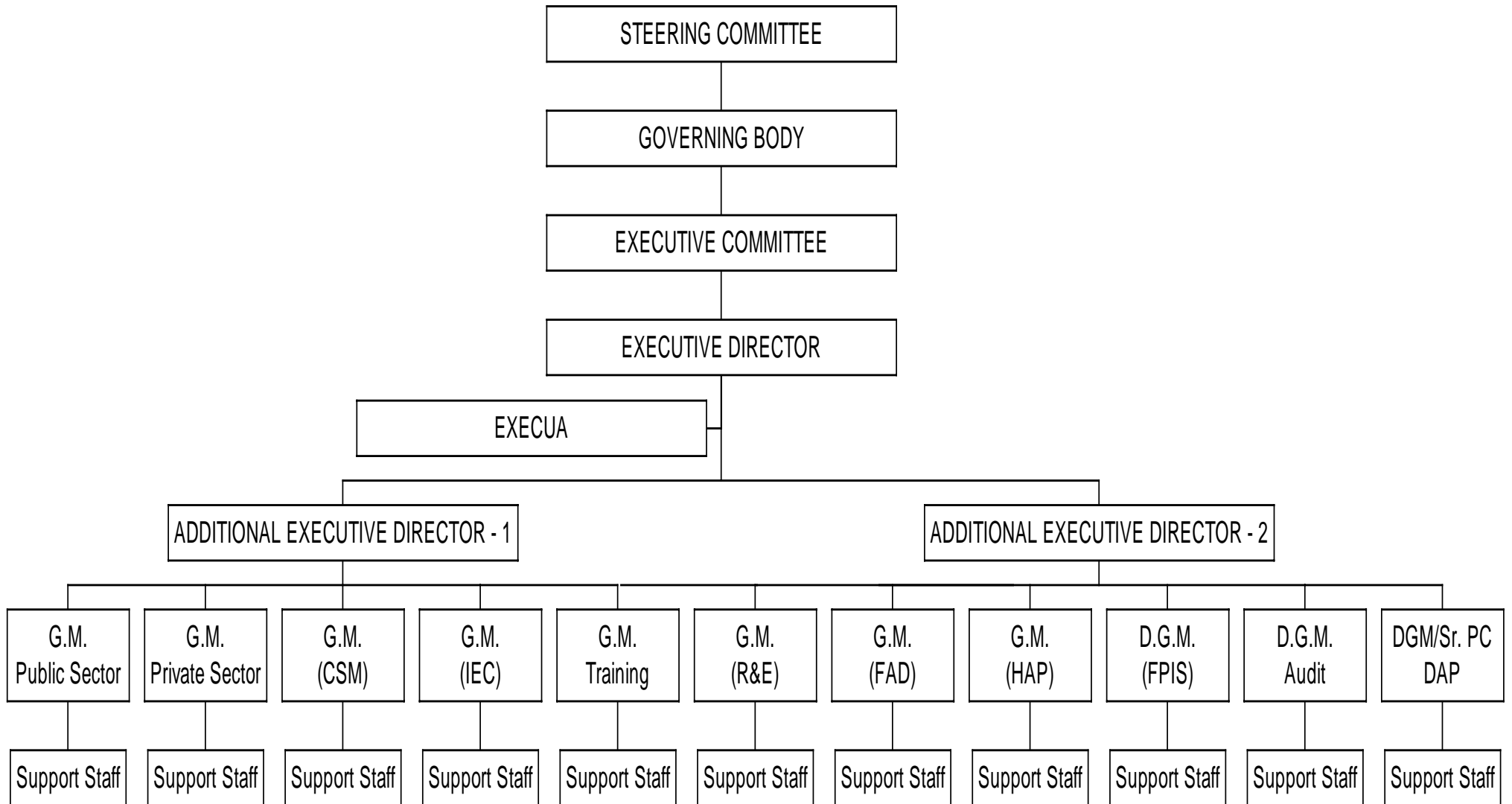
The activities of SIFPSA grew manifold in the recent years, necessitating creation of new positions and also upgrading/ downgrading/ abolishing, to keep pace with the activities. Further, the Management Consultants hired to study the organisation structure of SIFPSA also suggested some changes in the organisation structure. All the changes approved by the Governing Body/ Executive Committee since the organisation structure manual was approved needed incorporation.

This Organization Structure Manual contains updated positions as approved up to XXI Executive Committee meeting held on 25.1.2001.

MANPOWER STRUCTURE OF SIFPSA

Departments/Positions	Management Staff	Non-Management Staff	Total Number of Positions
Executive Director (ED)	1		1
Additional Executive Director (AED)	2		2
Executive Assistant to the ED	1		1
Departments			
Public Sector	11		11
Private Sector	12	1	13
Training	3	1	4
Contraceptive Social Marketing	4		4
Information, Education & Communication	5		5
Research & Evaluation	5		5
District Action Plan (at head office level)	1		1
Family Planning Information System	9	1	10
Human Resource, Administration & Procurement	2	7	9
Finance	7	6	13
Audit	2	2	4
Support staff			0
Receptionist		1	1
Secretaries		13	13
Office Assistant		10	10
Pantry Assistant		1	1
Photostat Operator		1	1
Drivers		5	5
TOTAL	65	49	114

OVERALL ORGANISATION STRUCTURE FOR SIFPSA



**ORGANIZATION STRUCTURE AND BRIEF ROLE OF VARIOUS
POSITIONS FOR “STATE INNOVATIONS IN FAMILY
PLANNING SERVICES PROJECT AGENCY”**

This document details the Organization Structure for “State Innovations in Family Planning Services Project Agency”. The role of various positions in the Structure is also outlined in brief. However, it may be noted that the provisions regarding the qualifications and experience of the Society personnel, as specified in the following sections, would apply, to the employees who are to be recruited from outside. These provisions may be relaxed to some extent for those who are to be taken on deputation as per the discretion of the management of SIFPSA.

SIFPSA is headed by an Executive Director (ED). The ED being the head of SIFPSA should be responsible for its smooth functioning and overall effectiveness. The ED should be finally responsible for the achievement of the IFPS project objectives and should be accountable for its success to the State Governing Body. The specific functions of the ED would include :

- a. Providing policy direction to the organization.
- b. Interfacing with the various agencies in the external environment like the GOI, Govt. of U.P., Medical Community, Women’s Organizations, etc., and organizing policy support activities from various leadership groups.
- c. Overall monitoring of all activities of SIFPSA in order to assess their impact in achieving the IFPS project objectives.

This position should be headed by a person with an experience of about 20-25 years.

The ED should be assisted in his/her activities by one Executive Assistance (EA) and two Secretaries.

The EA should assist the ED in all the day to day functions. The position of the EA should be held by a person who has an experience of about 8-10 years, preferably as Executive Assistant to be a senior managerial position. Experience in the area of Family Planning/Health Services would be preferred. The specific responsibilities of this position should include the following :

- a. Assisting the ED in inter facing with the agencies in the external environment.
- b. Organizing and arranging for the Governing Body meetings.
- c. Obtaining information from the various departments of SIFPSA as and when requested by the ED and compiling the same for the ED.
- d. Assisting the ED in any other activities as desired by the ED from time to time.

The Secretaries to the ED should have an experience of 8-10 years in Secretarial functions and should have served as Secretary to Senior managerial positions atleast for 2 years.

ADDITIONAL EXECUTIVE DIRECTOR

Next in command to the ED should be a ***Additional Executive Director***. This position should provide stability and continuity to the operations of SIFPSA. Hence the person heading this position should be recruited from the private sector so that continuity of service is ensured. The person heading this position should have a vast experience (atleast 20 years), ideally in an internationally funded organization, out of which atleast 10 years should be in managing Family Planning activities, ideally both in the private sector as well as in the public sector.

This position should ensure smooth functioning of the Society and should provide the integrating role for all the departments/functions. This position should be accountable to the ED of the effectiveness of the various functions/departments of SIFPSA.

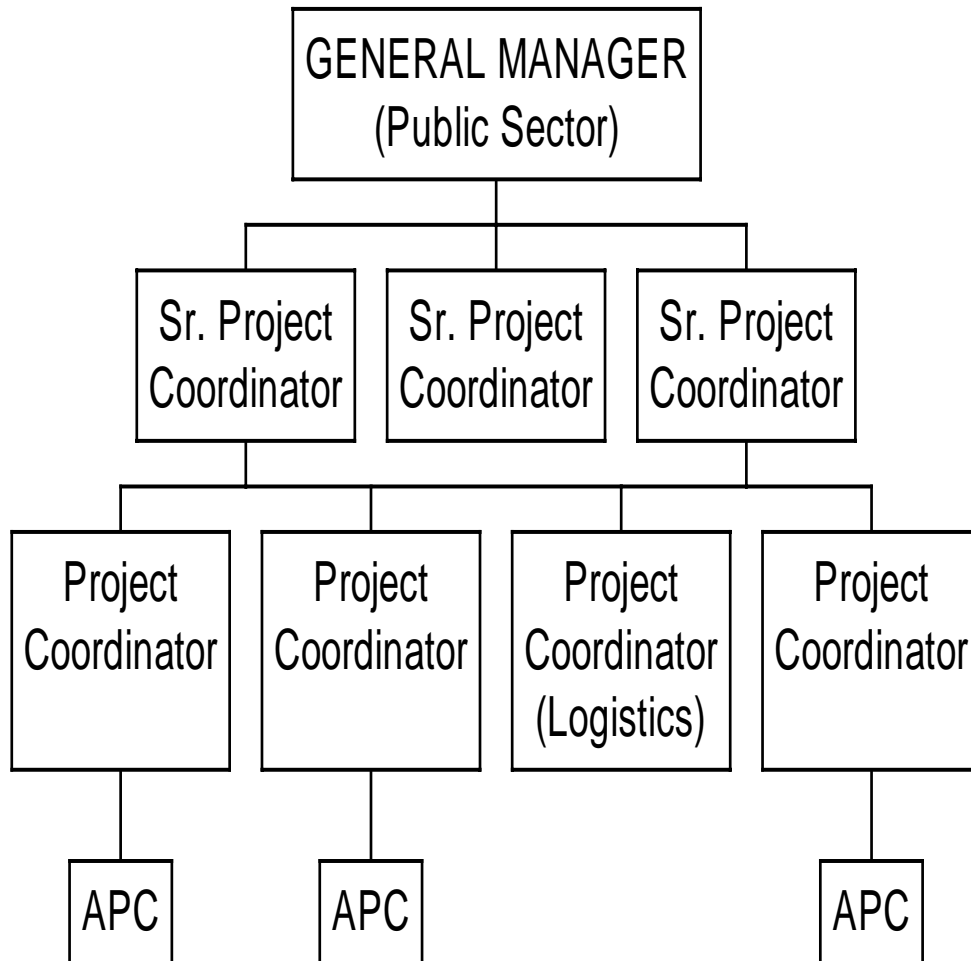
Minimum Qualifications At least a Graduate with relevant experience as mentioned above and preferably a degree/diploma in the filed of Social Work/Health/Management.

The specific responsibilities of this position should include the following, subject to delegation of responsibilities from the ED from time to time.

1. Ensuring the smooth and effective functioning of SIFPSA.
2. Co-ordinating the activities of the various departments.
3. Providing technical assistance to the various departments as and when needed.
4. Monitoring the progress of the project activities and also the achievement of the IFPS project objectives.

This position should be assisted by one secretary with an experience of 5-8 years and atleast one year experience in serving as a secretary to senior managerial position.

PUBLIC SECTOR DEPARTMENT



1. **PUBLIC SECTOR SERVICE DELIVERY AND LOGISTICS MANAGEMENT**

This department should be in constant touch with the *public sector* implementing organizations in the field. It would closely assist, monitor, and strengthen the activities of the implementing organizations. It will also be responsible for upgrading the clinical and non clinical skills of the service providers in both the public and the private sectors. For clinical training SIFPSA would deal with a number of specialized institutes, offering training in IUDs, insertions, and sterilization,

This department should also study and strengthen the Logistics *Management* Systems for distribution of contraceptives in the state.

GENERAL MANAGER

This department should be headed by a General Manager. This position should be fully accountable for all activities in the areas of *Public Sector* Service Delivery, clinical / non-clinical trainings and Logistics *Management*.

This position should be responsible for managing the development, implementation and monitoring of service delivery projects in the public sector. The person heading this position should have a very good insight into the process of family planning service delivery at all levels i.e. district, block, and village level. The GM should have a total experience of about 15-20 years with atleast 8-10 years in the sector. The GM should be a person who has been involved with the grassroots organizations implementing Family Planning and is totally familiar with their functioning, needs and constraints. The GM should have sufficient technical expertise as he/she would be co-ordinating the evaluation of proposals.

Minimum Qualification Required At least a MBBS with relevant experience as mentioned above and preferably a degree/diploma in the field of Social Work/Health/Management.

The GM (*Public Sector*) should be responsible for planning, managing, co-ordinating, and monitoring, all activities in the area of *Public Sector* Service Delivery and Logistics *Management*.

The following positions should report to the General Manager :

- a. **Senior Project Coordinator - Three**
- b. **Project Coordinator - Four**
- c. **Asstt. Project Coordinator - Three**

The Senior Project Coordinators, Project Coordinators and Assistant Project Coordinators (Public Sector) should be responsible for the following in their respective areas :

- a. Maintaining constant touch with the agencies that are implementing the projects.
 - b. Assisting the implementing organizations in developing proposals for service delivery.
 - c. Understanding their needs in terms of training requirements, IEC material requirements, management assistance, etc. and referring the matter to the relevant department.
 - d. Implementing the demonstration projects.
 - e. Constantly monitoring the achievement of specific objectives of the projects, ascertaining reasons for delay and taking corrective action.
- a. ***SENIOR PROJECT COORDINATORS/ PROJECT COORDINATORS/ ASSISTANT PROJECT COORDINATORS- PUBLIC SECTOR***

These positions should be responsible for all Service Delivery activities in the Public Sector, subject to delegation from the GM from time to time. These positions should be accountable to the GM for the effectiveness of Service Delivery in the Public Sector.

These positions should also coordinate with the Project Coordinators of other divisions for the effective implementation of the projects.

These positions should be headed by a Family Planning specialists in the public sector. The Sr. P.C./ P.C. should have an experience of about 10-15 years out of which atleast 5 years should be in family planning and health services in the public sector. The APC should have total experience of about 5-8 years and atleast 5 years in the relevant sector.

Minimum Qualification Required At least a MBBS with relevant experience as mentioned above and preferably a degree/diploma in the field of Social Work/Health/Management.

a. **PROJECT COORDINATOR – LOGISTICS**

This position should be responsible for strengthening distribution systems of contraceptives and related family planning equipment and supplies for the Government, NGOs, Community Based Disbursement, and Social Marketing programmes of U.P. The existing logistics systems for the state do ensure a fairly constant supply of commodities for the current program. However, the anticipated increase in the volume of services to be provided will require substantial strengthening of contraceptive distribution and logistics management systems of the MOHFW, as well as identification and / or strengthening of a variety of alternate public and private sector distribution channels.

In the public sector the project will strengthen the systems at the state, district, and PHC levels. The commercial retail sales programmes will retain their separate distribution channels. These systems will be expanded and strengthened.

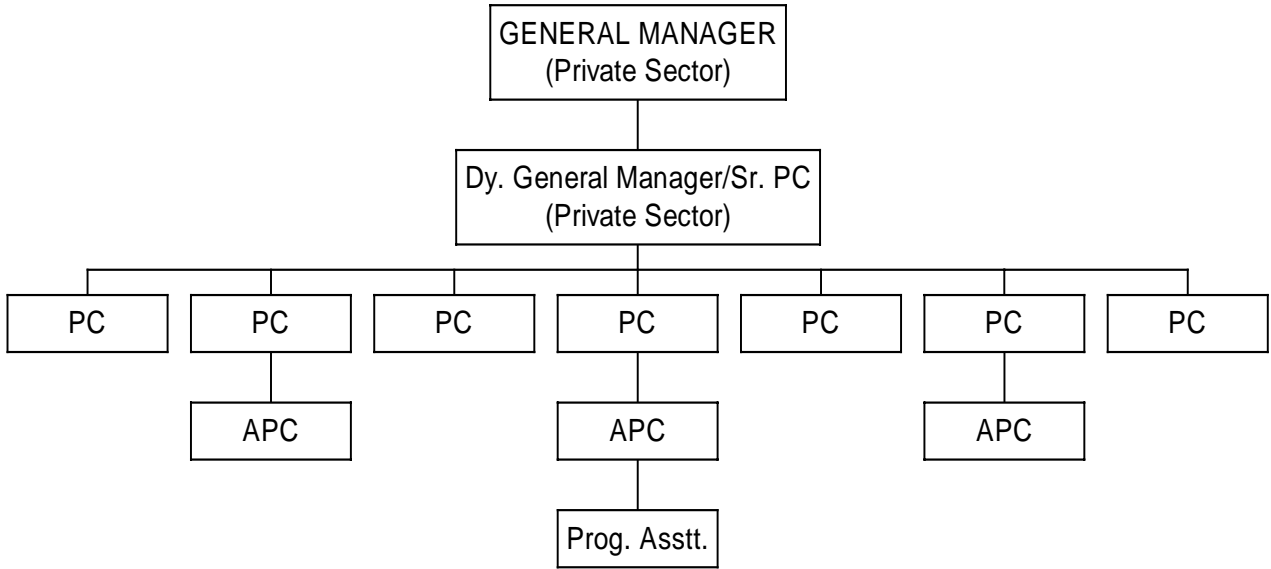
The Project Coordinator (Logistics) should be responsible for planning, managing, coordinating and monitoring all the activities in the area of logistics. This position

should be accountable to the GM for the effectiveness of all activities related to strengthening the logistics systems in the public and private sectors.

This position should be headed by a logistics specialist who has sufficient experience in out of which atleast 10 years should in handling the logistics functions of FP equipment and materials.

Minimum Qualification Required At least a Graduate with relevant experience as mentioned above and preferably a degree/diploma in the field of Logistics/Materials Management.

PRIVATE SECTOR DEPARTMENT



2. ***PRIVATE SECTOR SERVICE DELIVERY***

This department should be in constant touch with the *private sector* implementing organizations in the field. It would closely assist, monitor, and strengthen the activities of the implementing organizations.

GENERAL MANAGER

This department should be headed by a General Manager. This position should be fully accountable for all activities in the areas of *private Sector* Service Delivery.

This position should be responsible for managing the development, implementation and monitoring of service delivery projects in the private sector. The person heading this position should have a very good insight into the process of family planning service delivery at all levels i.e. district, block, and village level. The GM should have a total experience of about 15-20 years with atleast 8-10 years in the sector. The GM should be a person who has been involved with the grassroots organizations implementing Family Planning and is totally familiar with their functioning, needs and constraints. The GM should have sufficient technical expertise as he/she would be co-ordinating the evaluation of proposals.

Minimum Qualification Required At least a Post Graduate in Social Work/Health/Management with relevant experience as mentioned above. Management experience of Private sector service delivery programme in Health shall be an advantage.

The GM (*Private Sector*) should be responsible for planning, managing, co-ordinating, and monitoring, all activities in the area of *Private Sector* Service Delivery.

The following positions should report to the General Manager :

- | | | |
|----|-------------------------------------|--------------|
| a. | <i>Deputy General Manager</i> - | One |
| b. | Project Coordinator - | Seven |
| c. | <i>Asstt. Project Coordinator</i> - | Three |
| d. | Programme Assistant - | One |

- b. **DEPUTY GENERAL MANAGER/ Sr. PROJECT COORDINATOR/ PROJECT COORDINATOR/ASSISTANT PROJECT COORDINATOR – PRIVATE SECTOR SERVICE DELIVERY**

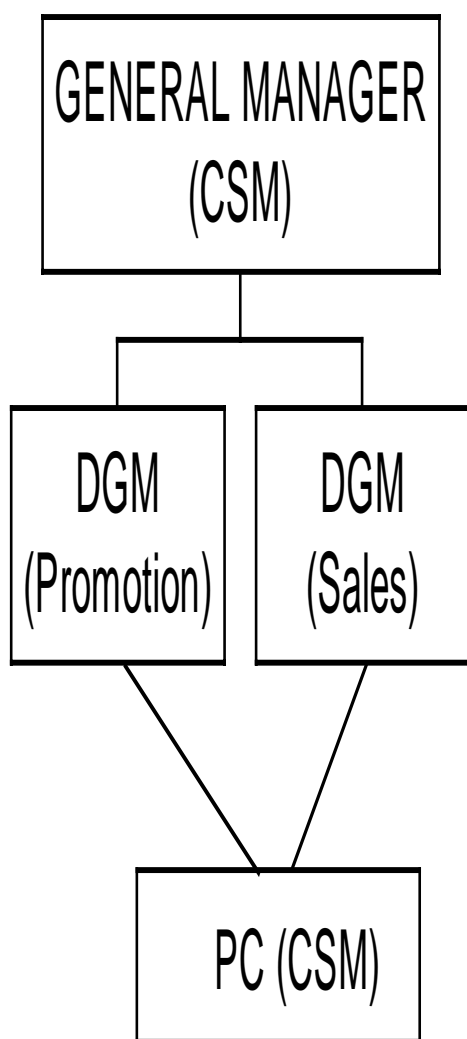
These positions should be responsible for all Service Delivery activities in the Private Sector, subject to delegation from the GM from time to time. These positions should be accountable to the GM for the effectiveness of Service Delivery in the Private Sector.

These positions should also coordinate with the Project Coordinators of other divisions for the effective implementation of the projects.

The positions of DGM and PC should be headed by persons who have sufficient experience (at least 10-15 years) out of which atleast 5 years should be in the area of FP in the private sector. The APC should have total experience of about 5-8 years and atleast 5 years in the relevant sector.

Minimum Qualification Required At least a Graduate with relevant experience as mentioned above and preferably a degree/diploma in the filed of Social Work/Health /Management.

CONTRACEPTIVE SOCIAL MARKETING DEPARTMENT



3. **CONTRACEPTIVE SOCIAL MARKETING**

This department should handle all the activities in the area of contraceptive social marketing and retail sales. It would consist of promotion of quality contraceptive products, intensifying the promotion and distribution of the existing contraceptives in the public as well as private sector, developing sustainable and cost efficient social marketing channels that can complement and meet the growing demands. This department would focus on rural contraceptive marketing.

GENERAL MANAGER

This department should be headed by a General Manager. This position should be fully accountable for all activities in the areas Contraceptive Social Marketing.

This position should be responsible for managing the development, implementation and monitoring of CSM projects. The person heading this position should have a very good insight into the process of retail marketing preferably in contraceptive social marketing. The GM should have a total experience of about 15-20 years with at least 8-10 years in the sector. The GM should be a person who has been involved with the retail marketing. The GM should have sufficient technical expertise as he/she would be co-ordinating the evaluation of CSM proposals.

Minimum Qualification Required An MBA with specialization in Marketing with relevant experience in the area of Marketing, Advertising & Sales of consumer products. Experience in Marketing of Contraceptives shall be an added advantage.

The following positions should report to the General Manager :

- a. *Deputy General Manager* - **Two**
- b. **Project Coordinator** - **One**

b. DEPUTY GENERAL MANAGER/ PROJECT COORDINATOR – SOCIAL MARKETING

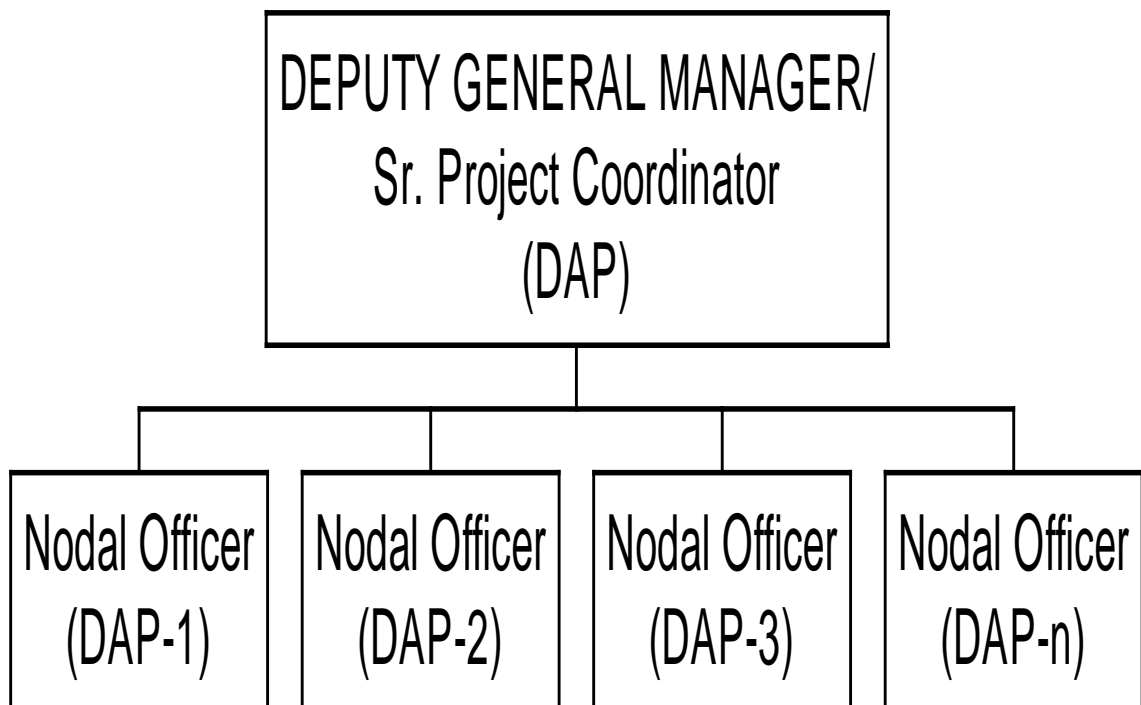
These positions should be responsible for all activities in the area of Contraceptive Social Marketing and Retail Sales. This function would involve promotion of higher quality products, intensifying the promotion and distribution of the existing contraceptives in the public sector, and developing sustainable and cost efficient social marketing channels that can complement the private sector delivery of temporary contraceptive methods.

These positions should be headed by a marketing specialist who has sufficient experience (atleast 15 years) out of which atleast 10 years should be in handling the marketing of contraceptives.

Minimum Qualification Required At least a Post Graduate and preferably a degree/diploma in the filed of Marketing with

above experience in the area of Contraceptive Marketing and retail sales. Should have exposure to promotion of consumer products.

DISTRICT ACTION PLAN



4. ***DISTRICT ACTION PLAN***

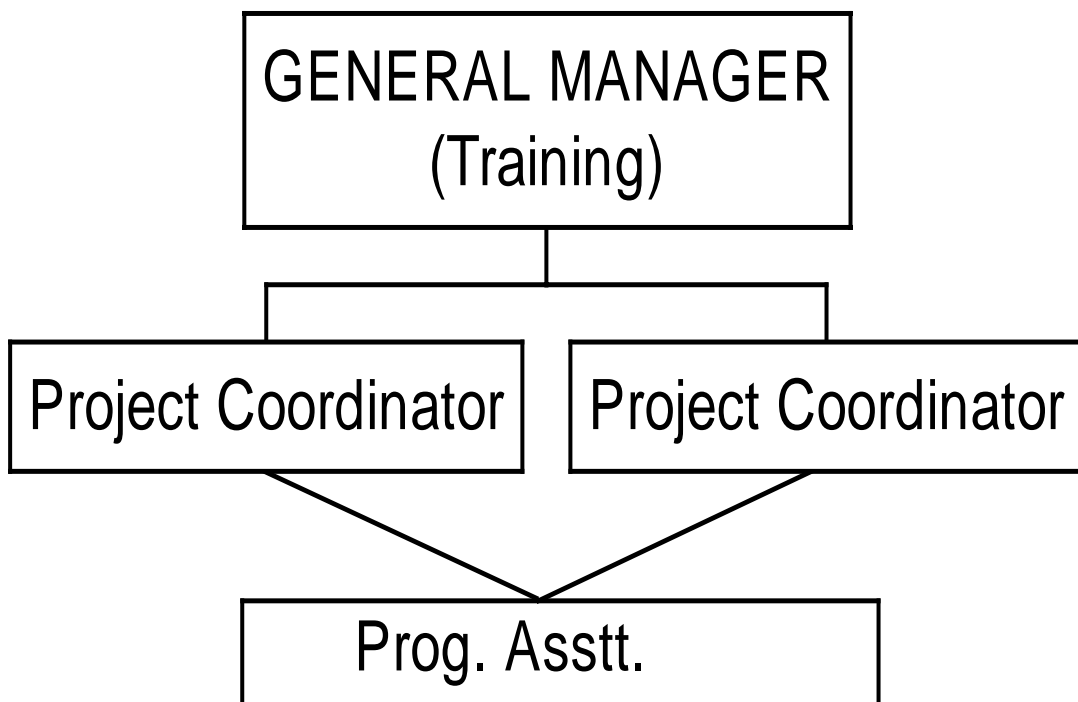
This department should handle all the activities in respect of District Action Plan projects to be implemented in various districts. This department would be in constant touch with the district authorities and Project Management Units involved in implementation of District Action Plan projects. He will also remain in constant touch with the Nodal Officers nominated for each DAP project.

DEPUTY GENERAL MANAGER/SENIOR PROJECT COORDINATOR

This department should be headed by a Deputy General Manager/ Sr. PC. This position should be fully accountable for coordinating all activities in respect of District Action Plan projects. It would closely assist, monitor and strengthen the activities of the District Action Plan projects. The DGM/Sr. PC should have a total experience of about 15-20 years with atleast 8-10 years in the sector. The DGM/Sr. PC should be a person who has been involved with implementation of similar projects. The DGM/Sr. PC should have sufficient technical expertise as he/she would be co-ordinating the evaluation of DAP proposals.

Minimum Qualification Required At least a Post Graduate with relevant experience as mentioned above and preferably a degree/diploma in the field of Social Work/Health/Management. Skill in project appraisal, monitoring and evaluation and project management required.

TRAINING DEPARTMENT



5. TRAINING

The training department should be responsible for training of officials and employees of implementing agencies. It would deal with specialized institutes offering management and behavioral training.

GENERAL MANAGER

The GM (Training) should be fully accountable to the *Additional Executive Director* for all activities in the area of Training.

The GM should be responsible for managing, coordinating, and monitoring all the training activities pertaining to officials and employees of implementing agencies.

The GM should be a person who has a total experience of about 15-20 years out of which atleast 10 years should be in managing the training function, preferably in the area of Family Planning and Health services. He/she should have contacts with the training institutes, should be familiar with identifying the need for training, methods of training, resources for training, curriculum for training, and assessment of training impact.

Minimum Qualification Required At least a Post Graduate preferably a degree/diploma in the field of Training/HRD with the above experience and proven record in management of training functions.

This position should have the following positions reporting to him/ her :

- a. **Project Coordinator - Two**
- b. **Programme Assistant - One**

a. **PROJECT COORDINATOR**

This position should be responsible for organizing, managing, coordinating and monitoring the managerial and behavioral training through various training institutes. This would include training in the area of counseling and inter personal communication designed for all levels of service delivery personnel within the private and public family welfare system. This position would need to coordinate with the Project Coordinator – Clinical Training as the clinical training programmes at medical colleges and ANM colleges will include counseling as a core component.

All training would actually be conducted by specialized training institutes – thus the responsibility of this head should be as follows :

- a. To identify these specialized institutes offering managerial and behavioral training.
- b. Study the needs of the various implementing organizations in the public and private sectors in terms of management and behavioral training.

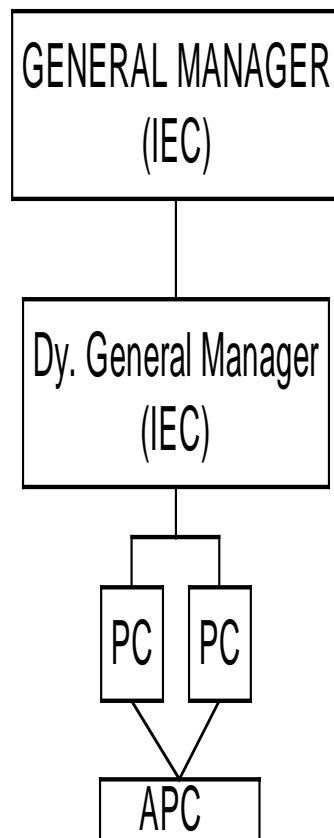
- c. Identifying the master trainers in the public and private sectors for non-clinical training and arranging for their training in these training institutes.
- d. Monitor the activities of these training institutes.
- e. Monitor the impact of the non-clinical training in achieving the objectives of the IFPS project.
- f. Provide assistance to the implementing organizations in preparing their proposals and budgets, ascertaining the costs and logistics of training etc.
- g. Any other activities as delegated by the GM from time to time.

This function should be headed by a person who has specialized in the training function and has a total experience of about 10-15 years out of which atleast 5 years should be in managing the management and behavioral training in a private sector organization

Minimum Qualification Required At least a Graduate with above experience and preferably a degree/diploma in the filed of Training/HRD.

This department should be assisted by one Program Assistant. The Program Assistant should report to the General Manager and should handle all work related to this function as delegated to him/her by the General Manager and the Project Coordinator. The Program Assistant should be atleast a Graduate and should have experience of about 2-3 years in the Training functions.

INFORMATION EDUCATION & COMMUNICATION DEPARTMENT



6. INFORMATION, EDUCATION AND COMMUNICATION

The main aim of this function would be public education and promotion through information, education and communication. This would include developing a comprehensive strategy for the education and promotion efforts supported by the project to ensure a consistent theme about FP/MCH services and to reinforce the activities across sectors. Messages of many different types of media will stress the benefits of FP/MCH services for mothers and children.

GENERAL MANAGER

The GM (IEC) should be fully accountable to the *Additional Executive Director* for all activities in the area of IEC. He/she should be responsible for managing, coordinating, and monitoring all the IEC activities of SIFPSA.

The person heading this shall should be a person who has sufficient experience (15-20 years) out of which atleast 10 years in communications and publicity for social causes preferable in the area of Family Planning.

Minimum Qualification Required At least a Graduate with above experience and preferably a degree/diploma in the filed of Mass Communications/Advertising/Publicity. Competency in promotion of social causes, particularly reproductive health. Similarity with IEC strategy development, mass media, PR, material development and distribution. Experience with private sector advertising required.

This position should have the following positions reporting to it :

- a. Deputy General Manager - One
- b. Project Coordinator - Two
- c. Assistant Project Coordinator - One

a. DEPUTY GENERAL MANAGER

The Deputy General Manager will assist the General Manager in organizing the IEC activities.

The person heading this shall should be a person who has sufficient experience (12-17 years) out of which atleast 8-10 years in communications and publicity for social causes preferable in the area of Family Planning.

Minimum Qualification Required At least a Post Graduate with above experience and preferably a degree/diploma in the filed of Mass Communications/Advertising/Publicity. Should be familiar with mass media, PR, materials development and distribution.

b. PROJECT COORDINATOR / ASSISTANT PROJECT COORDINATOR

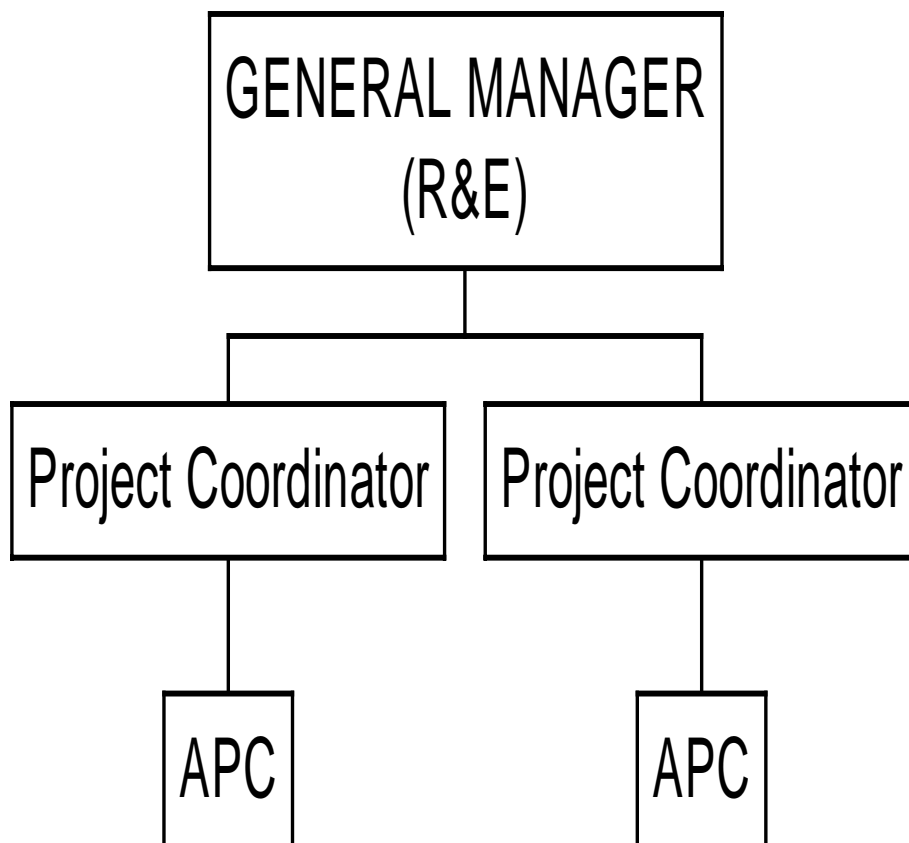
This position should be responsible for planning, implementing, managing, coordinating, and monitoring, IEC activities. This position should coordinate with the Service Delivery department. This position should be held by a person who has experience in the area of family planning services has some experience in IEC activities at the village level and has excellent Interpersonal communication skills. This position should also be responsible for following :

- a. Co-ordinating with the specialized institutes for implementing IEC activities.
- b. Coordinating the development and distribution of IEC materials to the various implementing organization.
- c. Ascertaining the training needs of the various implementing organizations in the area of IEC and arranging for IEC training through the Training Department and also through the specialized institutes in this area.
- d. Studying the existing IEC network and agencies in the public sector and in the private sector and strengthening the same.

The Project Coordinator should have a total experience of about 10-15 years out of which atleast 5 years should be in the area of IEC for social causes at the village level, preferably in the area of family planning. The Assistant Project Coordinator should have a total experience of about 5-8 years and atleast 5 years in the relevant area.

Minimum Qualification Required At least a Graduate with above experience and preferably a degree/diploma in the filed of Social Work/ Mass Communications/ Management.

RESEARCH & EVALUATION DEPARTMENT



7. RESEARCH & EVALUATION

This function would include research, monitoring, evaluation within the society. The main aim of this function would be as follows :

- a. to provide baseline information on the state of service delivery (in terms of provider staff and facilities) and on the attitudes and practices of clients.
- b. assist the service delivery entities to develop and use monitoring systems for strengthening program outputs and performance.
- c. monitor changes in service delivery systems or part thereof (training, IEC, logistics, service delivery and MIS) and also changes in the use of FP/MCH services, and
- d. evaluate the IFPS impact.
- e. to disseminate information regarding the activities and achievement of the society.

Some of these Research and Evaluation functions would be contracted out by SIFPSA to other specialized institutes. The R & E department within the organization would be responsible for coordinating and monitoring the activities of these institutes and also for conducting small in- house, studies and surveys, and utilizing data from secondary sources for evaluation purposes.

GENERAL MANAGER

The GM should be responsible for all activities of the society related to Research and Evaluation and Information Dissemination. This position should be accountable to the ED for achieving targets set/ benchmarks in all these areas.

This position should be headed by a specialist in Operation Research or MIS. He/ she should have a total experience of about 15-20 years out of which atleast 10 years should be in managing OR studies, surveys and evaluation.

Minimum Qualification Required At least a Post Graduate with above experience and preferably a degree/diploma in the filed of Operation Research. A sound knowledge of computer based MIS system will be an advantage.

The GM should have the following positions reporting to him/her :

- a. **Project Coordinator - Two**
- b. **Assistant Project Coordinator - Two**

PROJECT COORDINATOR/ ASSISTANT PROJECT COORDINATOR – RESEARCH & EVALUATION

This position should be responsible for providing technical assistance to the GM in all work related to R & E. He would assist the GM whenever there are some studies that are being conducted in house (by the R & E department). The Project Coordinator should be a technical person with specialization in OR sufficient experience (10-15

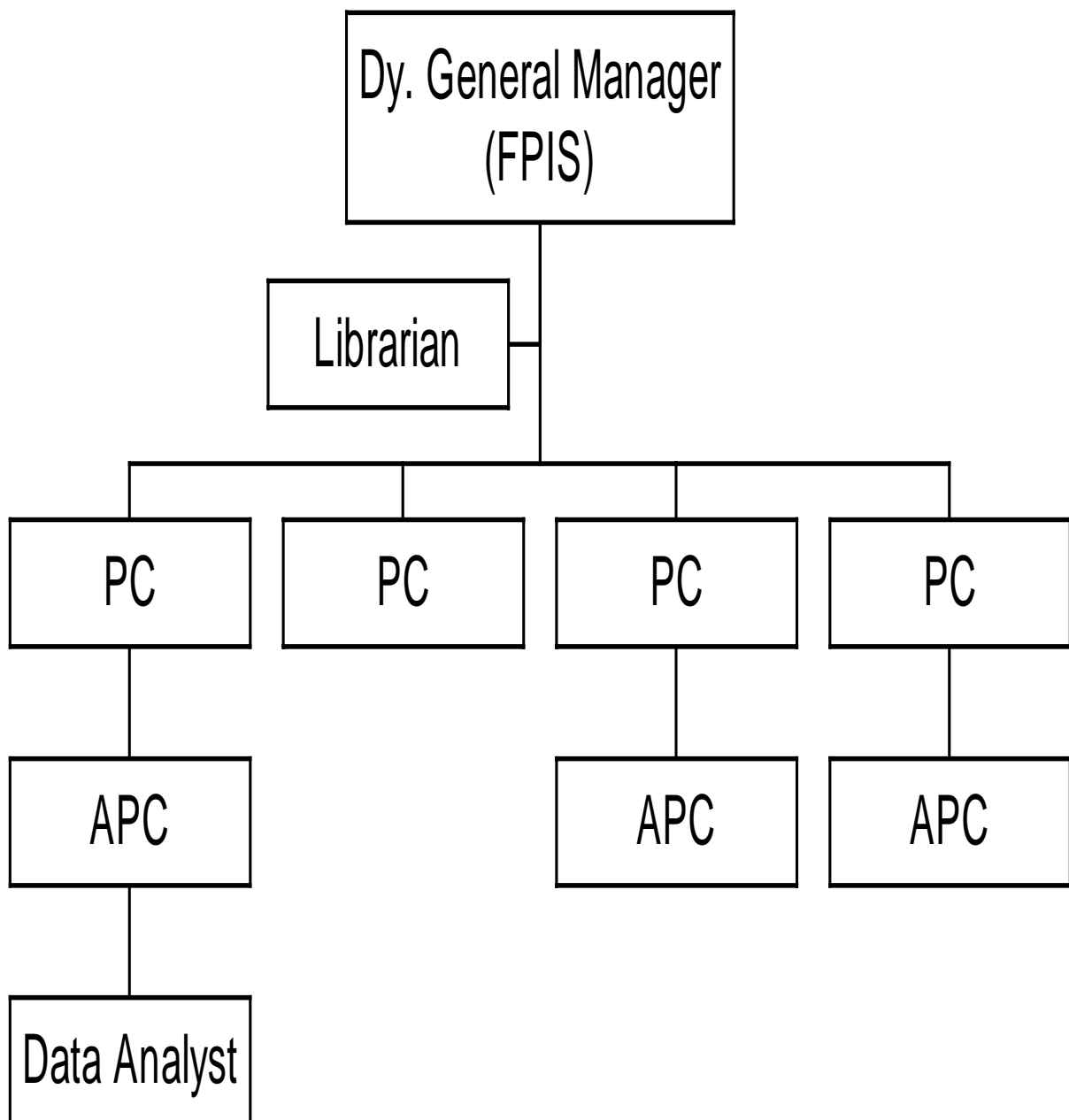
years) out of which atleast 5 years should be in conducting OR studies and analyzing the data. The Assistant Project Coordinator should have a total experience of about 5-8 years and atleast 5 years in the relevant area. The person should have strong analytical skills a very good knowledge of computers.

The specific responsibilities of this position would include the following :

- a. Organize in house surveys
- b. analyze the data generated through in-house surveys
- c. monitor the activities of the institutes that are conducting OR studies
- d. assist the other departments in R & E activities whenever they request for any technical help.

Minimum Qualification Required At least a Graduate with above experience and preferably a degree/diploma in the filed of Operation Research/Statistics.

FAMILY PLANNING INFORMATION SYSTEM DEPARTMENT



8. FAMILY PLANNING INFORMATION SYSTEMS

A fundamental requirement of any quality program is well developed Information Systems to ensure monitoring and evaluation of key indicators, and to provide information critical to program planning. The main aim of this function, therefore, would be to strengthen the Information Systems in each of the project sectors i.e. in the public sector and the private sector. The goal would be establish Information Systems that provide meaningful data in a timely manner for decision making at appropriate levels. This position should also be responsible for development of various MIS packages for use by SIFPSA.

DEPUTY GENERAL MANAGER

This position should be responsible for all activities of the society related to strengthening Family Planning Information Systems in the public sector and in the private sector. The upkeep and maintenance of all computer hard ware and soft wares shall be the overall responsibility of this position.

This position should be headed somebody who has an in-depth knowledge of computer hard ware and soft ware. He should have some exposure in the Family Planning area. Specialization in MIS would be an added advantage. He/she should have a total experience of about 12-17 years out of which atleast 8-10 years should be in managing Information System.

Minimum Qualification Required At least a Post Graduate with above experience and preferably a degree/diploma in the field of Computer / Information Technology/ Management.

This position should be assisted by the following positions :

- a. Project Coordinator – Four
- a. Assistant Project Coordinator – Three

- a. **PROJECT COORDINATOR / ASSISTANT PROJECT COORDINATOR**

This position should be responsible for assessment, improvement and strengthening of Family Planning Information Systems. The upkeep and maintenance of computer hardware and software installed at SIFPSA shall also be ensured.

Following would be responsibilities of this position :

- a. to prepare a detailed plan of section for its activities
- b. to organize for a detailed study of the Family Planning Information Systems in place
- c. to coordinate with the R & E department for conducting studies and surveys
- d. to ascertain how to strengthen the existing Information Systems in place.

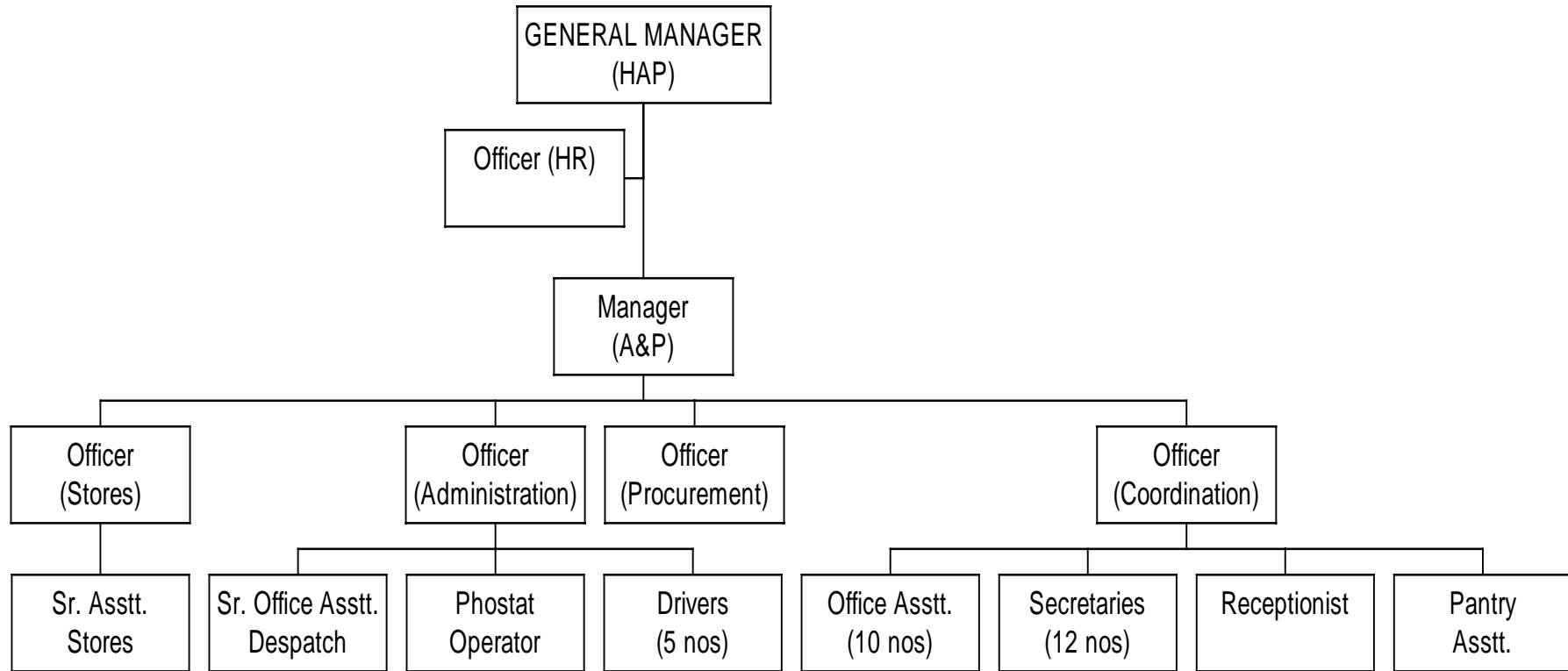
- e. to assist the implementing agencies in effective utilization of the information generated through their Information Systems
- f. to assist the implementing agencies in testing the improved MIS reports in service delivery project districts followed by expansion across the state.

The Project Coordinator should be an information technology / computer specialist who has a total experience of about 10 years in this area. The Assistant Project Coordinator should have a total experience of 5-8 years.

Minimum Qualification Required At least a Graduate with above experience and preferably a degree/diploma in the field of computers / information technology. Thorough knowledge of DOS, Unix, Fox Pro (Prog), Visual programming, Oracle, Windows 95.

These positions should be assisted by a Data Analyst who shall have 5 years of experience in the relevant area.

HUMAN RESOURCE, ADMINISTRATION & PROCUREMENT DEPARTMENT



9. HUMAN RESOURCES, ADMINISTRATION, AND PROCUREMENT

This department should be responsible for providing the Human Resources, Administration, and Procurement support functions to the society.

GENERAL MANAGER

The GM should be responsible for all activities in the area of Human Resources, Administration, and Procurement.

The General Manager should manage all activities in the area of Human Resources such as follows :

- a. manpower planning
- b. recruitment, selection, and induction
- c. training and development
- d. wage and salary administration including administration of allowances and benefits
- e. performance appraisal systems
- f. career planning systems, and
- g. promotions, transfers and retirement
- h. industrial relation
- i. welfare activities

The person heading this position should be a person with qualifications in the area of Human Resource Management and should have sufficient total experience of at least 15 years out of which at least 10 years should be in this area.

Minimum Qualification Required At least a Graduate with above experience and preferably a degree/diploma in the field of Human Resources Management/Personnel Management.

This position should be assisted by one Officer (Human Resources) who has experience in this area of at least 5 years and who would assist the GM in all activities related to Human Resources as delegated to him/her by the GM from time to time.

This position should also be assisted by a Manager – Administration and Procurement.

MANAGER – ADMINISTRATION AND PROCUREMENT

This position should be responsible for looking after the following administration activities of organization :

- a. Maintenance and Security of :
 - ◆ Office Premises
 - ◆ Office Equipment
 - ◆ Guest House
 - ◆ Office Vehicles

- b. Arranging for bookings of :
 - ◆ Tickets
 - ◆ Hotels
 - ◆ Taxi
 - ◆ Guest House
- c. Making all arrangement for conferences and meetings
- d. Supervision of canteen services
- e. Attendance and time keeping for the staff
- f. Managing the despatch activities of SIFPSA.

This position should also be responsible for looking after all procurement needs of the society like office equipment and furniture, contraceptives, family planning equipment, training aids and equipment, stationery etc. Further the store keeping function should also be handled by this position. The person responsible for this function should be a person who has experience in this area of atleast 10 years.

Minimum Qualification Required At least a Graduate with above experience and preferably a degree/diploma in the filed of Administration/Procurement.

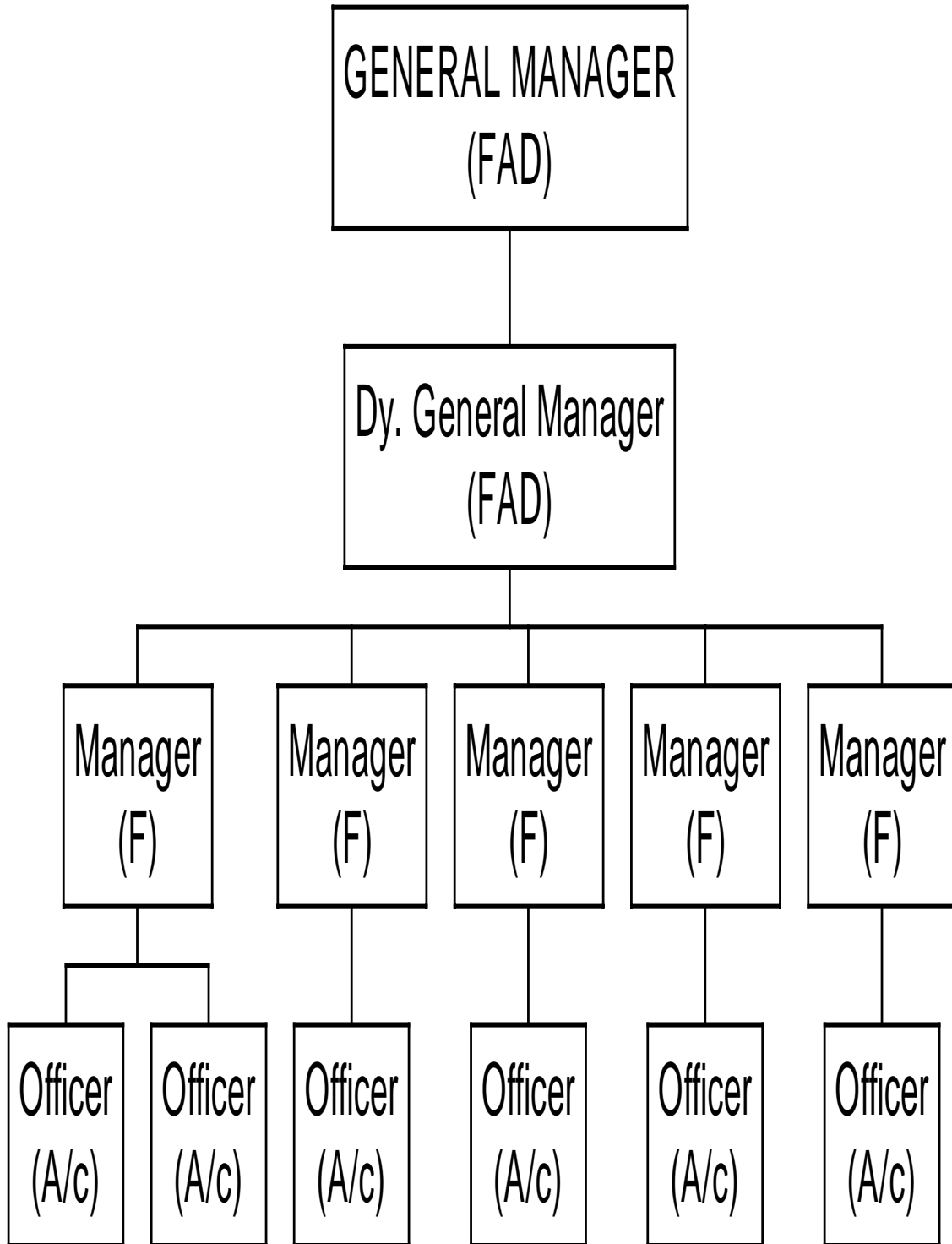
This position should be assisted by the following positions :

- a. Officer (Administration)
- b. Officer (Procurement)
- c. Officer (Coordination)

These officers should have experience in their respective areas of atleast 5 years.

Minimum Qualification Required At least a Graduate with above experience.

FINANCE AND ACCOUNTS DEPARTMENT



10. FINANCE & ACCOUNTS

This department should be responsible for providing the finance support function to the society.

GENERAL MANAGER

This department should be headed by a finance specialist with atleast 15 years of experience with atleast 10 years experience in handling the finance function.

Minimum Qualification Required At least a Post Graduate with above experience and preferably a degree/diploma in the field of Finance /Commerce.

The GM (Finance) should be responsible for planning, managing, implementing, coordinating, monitoring, and controlling all activities in the area of Grant Disbursement, Contracts, Budgeting, Accounting, Financial Assessment and Monitoring of the projects. He will be assisted by Dy. General Manager (FAD).

The following positions would be reporting to this position:

- a. Dy. GM (FAD) - One
- b. Managers - Five
- c. Officer (Accounts) - Six

a. **Dy. GENERAL MANAGER (FAD)**

Minimum Qualification Required At least a Chartered Accountant with atleast 12 years experience in handling the finance and accounts function in a reputed organization.

b. **MANAGER (FINANCE)**

These positions should be responsible for the following :

- a. preparing guidelines for grants disbursements to the implementing organizations
- b. disbursing the grants as per the guidelines
- c. developing formats for the implementing organizations to be filled up by them regularly which would contain information regarding the utilization of funds disbursed to them.
- d. preparing the contracts document.
- e. financial assessment / monitoring of projects
- f. preparation of annual budgets for the society
- g. preparation of interim budgets for the society
- h. providing assistance to the various departments in the society in developing budgets
- i. monitoring of expenditure for the society

- j. preparation of books of accounts for the society
- k. providing assistance to the implementing organizations in developing their budgets
- l. processing of pay roll for the staff of the society.

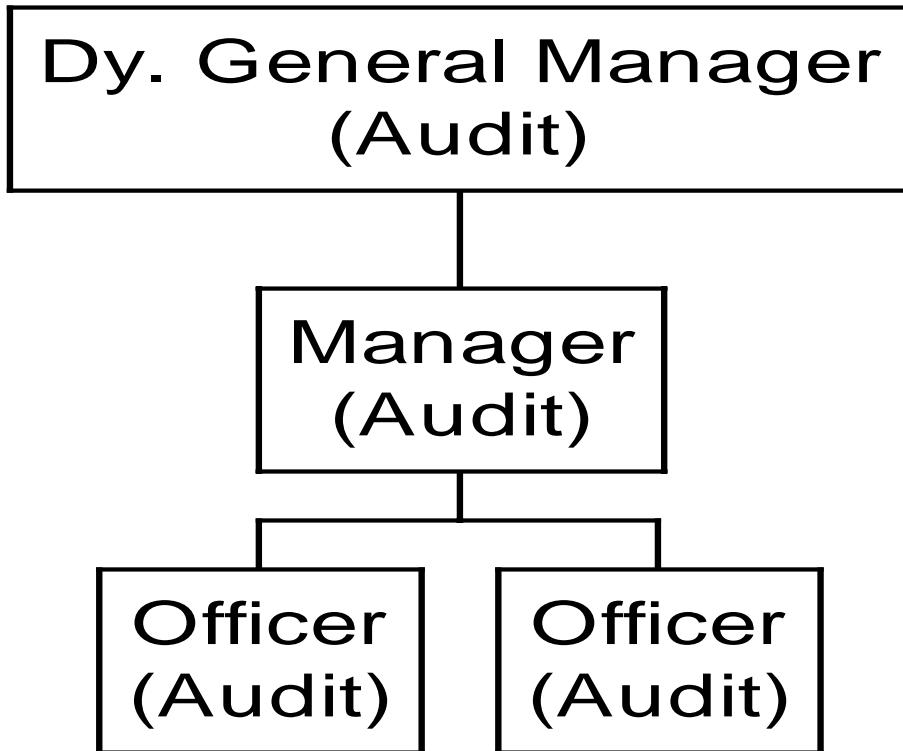
This position should be headed by a person who has 5-8 years of experience in a similar function.

Minimum Qualification Required At least a Graduate with above experience and preferably a degree/diploma in the field of Commerce/Finance/CA. Knowledge and experience of operating computer software packages.

This position would have one Grants Disbursement Officer reporting to him/her. As the workload increases more grants disbursement officers can be recruited. The grant disbursement officer should have some background and experience in finance/commerce.

These positions would have six Accountants reporting to them.

AUDIT DEPARTMENT



11. **AUDIT DIVISION**

This division should be responsible for conducting internal audit for the society and also for organizing for inspection of the accounts of the implementing organizations to whom grants have been disbursed. The audits shall be conducted by independent Chartered Accountant firms

DEPUTY GENERAL MANAGER

This department should be headed by an audit specialist with a total experience of about 12-17 years out of which 8-10 years in audit area. He should have experience in conducting / organizing large number of audits.

Minimum Qualification Required At least a Chartered Accountant / Cost Accountant / MBA (Finance) with above experience.

The DGM (Audit) will be assisted by Manager (Audit) - One who shall be at least a Graduate with above experience and preferably a degree/diploma in the field of Commerce/Finance.

The Manager (Audit) shall be assisted by two Officer (Audit).

LEGAL MATTERS

For all legal matters, the society can have a retainer legal expert.

LIBRARIAN

The Librarian should be incharge of the library of SIFPSA. He/she should be a graduate with diploma in library science. He/she should have atleast 2-5 years experience in executing the functions of librarian.

SECRETARIES

SIFPSA would have a pool of 7-10 typists cum secretaries who would assist all the departments in the following :

1. Typing
2. Filing
3. Operating telex and fax machines
4. Attending to visitors
5. Any other work as delegated by the Department Heads.

The Secretaries who are attached to the ED and the *AED* will be responsible for the following

- a. Maintaining and updating all files
- b. Handling correspondence and communication
- c. Operating telex and fax machines
- d. Taking dictation
- e. Typing letters etc.
- f. Attending to visitors
- g. Assisting the superior in day to day functioning
- h. Any other work as delegated to them by their superiors.

The Secretaries should be proficient in English, should have good communication, typing, and shorthand skills, and should be proficient in computer packages.

Minimum Qualification Required At least an Intermediate degree and preferably, a diploma in Secretarial functions.

RECEPTIONIST

SIFPSA should employ a receptionist who should atleast be a graduate and should be proficient in English and Hindi. The receptionist should have experience of atleast 2-3 years in a similar function. The receptionist for the society should be responsible for the following :

- a. Handling all incoming and outgoing calls through the EPABX machine
- b. Attending to visitors
- c. Handling the receipt and dispatch of mail in the absence of the Office Assistants.

DRIVERS

SIFPSA would employ suitable number of drivers who would be responsible for driving and maintaining the vehicles of the society.

OFFICE ASSISTANTS

The Office Assistant should be responsible for doing the petty works like delivery of dak, cleanliness of office, serving tea and snacks to officers, etc.

Note : For employees in grade I to IV, if at any time a need is felt for more manpower, the ED would have the authority to hire the services of the same on daily wages or on contract.