



## **JOB DESCRIPTION**

**Position Title:** Team Lead - Project Management Unit (PMU) for Brihanmumbai Municipal Corporation (BMC)

**Number of Position(s):** 1

**Reporting:** Director- Programs

**Location:** Mumbai

**Number of Direct Reports:** 7

**Span of Control:** Within PMU.

**Internal Stakeholders:** CEO, Program Director, Functional Heads and entire WISH program and dissemination team.

**External Stakeholders:** BMC official and other development partners.

**Education:** MD (Community Medicine, any other branch)/ Masters in Public Health/ MBA

**Experience/ Skills:** The incumbent should have:

- Minimum 12-15 years of post-qualification experience of developing, implementing and monitoring strategies/policies/plan of actions in the field of Health Systems Strengthening, especially primary health care in rural and urban areas.
- Candidates should have minimum 3-5 year experience of providing technical and programmatic support to the national government/ state government/ city ULBs on program and policy around health system strengthening and/or primary health care. Candidates with experience in urban health will be given preference.
- Strong stakeholder management skills including establishing and managing relationship with the government/urban local bodies, and ability to influence practices through evidence-sharing, negotiation and consensus building
- Excellent oral and written communication skills
- Willingness to travel to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point.

**Language Proficiency:** English and Marathi

Primary Health Care is the interface between the secondary and tertiary health care system and the urban poor and has a pivotal role in delivering necessary primary healthcare services to the urban population particularly the slum and vulnerable sections. In order to address the health concerns of the urban population more effectively and to provide basic essential primary care in close proximity for urban slums, Brihanmumbai Municipal Corporation has introduced the concept of “HBT Clinic” - Essential health care services at time and place convenient and feasible to the citizens. Additionally, HBT Polyclinic and Diagnostic Centers are being set up to upgrade the existing dispensaries where specialist consultation

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services along with certain diagnostic services (Blood Investigations, X- Ray, USG, ECG etc) will be available.

The overall objective of the initiative is to incorporate specialized set of interventions at primary health care by roping in basic healthcare and access to specialized diagnostic services to improve promotive, preventive, curative health care and to reduce the burden on secondary and tertiary health care system. Specific objectives include

- To strengthen the primary healthcare delivery system for making quality & essential healthcare services accessible, available and affordable to maximum citizens, especially urban slum and vulnerable populations.
- To reduce out of pocket expenditure for accessing basic healthcare services and reduce the load on secondary and tertiary healthcare system.
- To demonstrate technology and innovation led primary healthcare model to improve the access to comprehensive primary healthcare services with focus on general ailments, NCDs, and infectious diseases.
- To improve primary healthcare system, planning, and policy-making through on-field monitoring, data management and evidence-based solutions.

The Program Management Unit (PMU) is to provide “technical assistance and knowledge management support” in achieving the above objectives. LEHS/ is seeking application from qualified and experienced candidates for the position of Team, PMU.

The incumbent will work towards amplifying the organizational impact by providing technical, advisory and programmatic oversight and strategic direction to the proposed PMU of the BMC.

The team lead will ensure that the programmatic priorities, strategies and approaches rest on best practices, newer approaches and the current evidence base relevant to priority areas. The incumbent will report to the Senior Director Programs.

The position will contribute towards establishing a culture of respect, trust, collaboration, learning, innovation, urgency and passion for quality results within the team members and their workings. The individual will exemplify the mission, vision and cultural values of LEHS|WISH through his or her actions.

## Job Role:

### **The key deliverables will include (but not limited to) the following:**

- Lead the proposed PMU for “technical assistance and as a knowledge partner “and work together with the BMC officials for strategic inputs in program design, program implementation, monitoring and system strengthening.
- Establish a team of technically competent professionals with various expertise ensuring effective and appropriate use of human and material resources for positively impacting the lives of urban poor population in Mumbai.
- Provide techno-managerial leadership for the team by directing and coordinating work-plans including technical support and program operations; closely monitoring financial commitments,

expenditure and liquidation of funds; ensuring accountability for resources allocated to the office and compliance with all operational systems and procedures.

- Lead provision of technical assistance to PMU team for implementation of activities including establishing performance targets adhering to monitoring plans, and responsible for ensuring quality of programmes as per the defined indicators.
- Develop monthly/ quarterly work plan for TSU along with budget and quarter wise deliverables.
- Create in-house platforms and mechanisms for cross-learning and share updated information, best practices and resource materials on HSS, Urban health etc
- Participate in technical/program advisory group (TAGs) meetings and provide technical steering in development of appropriate service delivery mechanisms, models and priority interventions for HBT Clinics, Polyclinics and Diagnostic centres.
- Lead relationship management with BMC and represent the organization at different technical forums and platforms. Advocate for policies/strategies based on the learnings emerging from the work/priorities and global studies.
- Undertake regular field visits to different HBT services, identify challenges and support BMC for overcoming these challenges.
- Identify priority areas of program research in consultation with BMC officials, academic/research institutes and professional organizations; lead the designing, implementation, monitoring and analysis of key implementation studies.
- Any other duties, which may be assigned from time to time.

Any other work that may be assigned as per the need and requirement of the organisation.

### **Personal Attributes:**

- Demonstrates integrity, ethics, compassion and respect;
- Passion for results- Highly motivated and resourceful; demonstrates high accountability, ownership and a go getter attitude; takes initiative and drives results;
- Demonstrates speed, agility and innovation in thought and in action;
- Decision-Making: S/he has the ability to evaluate risks and opportunities; uses analytical and problem-solving skills to arrive at sound business decisions;
- Result Focused: S/he effectively manages time and deliverables for self and team; has a strong sense of ownership; is able to multi-task and work under pressure; demonstrates attention to detail and sets high benchmarks;
- Thought Leadership: Thinks creatively and innovatively; turns ideas into reality and is able to replicate and scale ideas into sustainable change across ecosystems; has strong influencing skills which enable her/him to work effectively across internal and external stakeholders; Is looked upon as an informed opinion leader and a trusted source/ go-to person in the field;
- Brand Ambassador: Has a strong professional presence and can be seen as a credible and key representative of WISH to forge strong strategic partnerships;
- People Management: Demonstrated leadership capacity to build and lead technology teams; possesses strong interpersonal abilities and provides necessary direction to team with focus on skill building, overall staff development, enhanced performance and engagement levels; Emotionally intelligent, perceptive and demonstrates inclusiveness and diversity;

- Willingness and ability to travel extensively

### About us:

Lords Education and Health Society (LEHS) is a not-for-profit entity that was established in 2003. In 2014, the Wadhvani Initiative for Sustainable Healthcare (WISH), the flagship program of LEHS, was established. LEHS|WISH works towards improving the quality of and access to primary healthcare services for the under-served communities in India. WISH is implementing healthcare models through partnership with state governments, international agencies and the private sector by appropriately introducing promising healthcare innovations in the public health system in order to build an equitable, innovation-led and evidence-based quality healthcare system within easy reach of the underserved populations. LEHS|WISH is committed to building an equitable, quality-assured, innovation-led ecosystem that makes healthcare accessible to the most underserved.

<b>Our Values</b> At LEHS WISH we strive to live our values	<b>Our Purpose- Vision, Mission and Goal</b> At LEHS WISH our purpose governs all our action															
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### Our Approach

Our work is positioned at the intersection of **primary health care** and **innovations**.



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LEHS|WISH is an equal opportunity employer. All candidates applying for the position should submit their resume and cover letter specifying the position name in the subject line along with notice period and current/ expected compensation details to [career@wishfoundationindia.org](mailto:career@wishfoundationindia.org)

**Date of job posting: June 15, 2023**

**Apply before June 30, 2023 for best consideration**