



SEARCH

Society for Education, Action and Research in Community Health



Organization Profile

History: Inspired by the life and philosophy of Mahatma Gandhi, and equipped by their medical training in India, and subsequently, training in public health and research at the Johns Hopkins University, the doctor couple Abhay and Rani Bang, founded Society for Education, Action and Research in Community Health (SEARCH) in 1986. SEARCH is a Non-Governmental Organization (NGO) working in the poorest, semi-tribal district, Gadchiroli, in the state of Maharashtra, (India), 1000 km away from Mumbai.

Vision: SEARCH's vision is 'Aarogya-Swaraj' which means 'People's Health in People's Hands', by empowering individuals and communities to take charge of their own health, and thereby, help them achieve freedom from disease as well as dependence

Mission: Mission of SEARCH is service, training, empowerment and research in health of the communities as expressed in its name.

Headquarter: Of SEARCH is 'Shodhgram', located 17 km from the district headquarter of the Gadchiroli district. The campus, spread over 46 Acres, is modeled over a mix of Gandhian Ashram, tribal village and modern facilities. It has more than 100 buildings including hospital, research center, training centers, training hostels, library, administrative offices, guest houses, tribal museum, community centers, mess cum dining facilities, residential facilities for 120 staff, solar plant, playground, organic farm and a small lake.

With a team of 150+ professionals and semi-professionals as well as 180+ Community Health Workers, and presence in Gadchiroli, SEARCH has emerged as one of the most reputed and credible grass roots service and research organization in India making important breakthroughs in the public health problems of India and globally over past 35 years by way of;

- 1) providing medical care through a hospital for the tribal and rural people of Gadchiroli from 2500 villages serving 55,000+ patients annually,
- 2) community health care in 150 villages providing primary care
- 3) Home-based mother, newborn & child care in 88 villages
- 4) prevention and deaddiction of alcohol and tobacco across 1400 villages,
- 5) life skill and reproductive health education for youth and women across Maharashtra,
- 6) conducting rural health care research to improve rural health services and evidence based advocacy to influence policy,
- 7) Training of trainers from different part of country and abroad for implementation of the Home-based newborn care program. HBNC is India's national policy implemented through 8 Lakh ASHA across the country and also a Global Policy,

- 8) Running the youth social change-maker development program 'NIRMAN' across Maharashtra.

For more information, please visit: www.searchgadchiroli.org

Job Specifications:

- 1) Position: Associate Manager: Resource Mobilization & Partnerships
- 2) Location: Shodhgram, Campus of SEARCH in Gadchiroli district
- 3) Reporting to: Joint Director, SEARCH
- 4) Stakeholders:
 - Internal: Senior Leadership of SEARCH including the Chairman and all program leaders
 - External: Donors, Institutional Funders, Well Wishers, Government Functionaries, Partners (program, academic, and civil society)

Job description

A) Associate Manager: Partnerships:

- 1) Assist in preparing Annual Plans for partnerships, specifically with academic institutions and other partners of SEARCH, Budgets, monthly operational plans, and ensure submission of monthly appropriate reports. Also participate in preparing quarterly and annual progress report.
- 2) To actively collaborate with the ten program team leaders for identification of projects for Interns / Volunteers in SEARCH, and provide the support necessary for the smooth and effective working of Interns / Volunteers in different programs.
- 3) Assist in developing, managing & nurturing partnerships with non-profit institutions, academic institutions and other partners of SEARCH. Assist in working through issue identification, resolution, documentation and communication etc. Organizing Partnership events & workshops with key external stakeholders. Documentation around key partnership activities – reporting, MoU/Agreement creation
- 4) Organizing and maintaining files and records
- 5) Ensure appropriate communication with external stakeholders including guests; plan programs of visitors/interns/students/volunteers in SEARCH.

B) Associate Manager: Resource Mobilization

- 1) Identify the need for funds, programs, goals and targets.
- 2) Assist in developing processes and tools for resource mobilization.
- 3) Assisting in writing funding proposals involving the team leaders.
- 4) Submission of the proposals, follow up & communication with the prospective donors.
- 5) Working with Finance & Accounts teams to help fulfill due-diligence requirements.
- 6) Ensuring the formal process of partnership, agreement signing
- 7) Coordinating with program leaders for compilation of data, development and submission of regular reports to Donors as well as facilitate the development of Annual Report of SEARCH.
- 8) Undertake program monitoring & evaluation visits as part of the M & E division and provide feedback
- 9) Assisting in preparing the annual report of SEARCH.

Candidate Profile

- Experience in proposal writing & communication.

- Ethical and value driven with strong belief in social sector.
- Proactive, hardworking and sincere.
- Proficiency in using MS Office and other relevant software on computer.
- Proficiency in: Stakeholder communication, basic understanding of finance.
- Graduate / postgraduate with 2 (+) years of relevant experience
- Written and verbal proficiency in English.

Benefit package:

- *Starting Salary:* INR 35,000 PM (negotiable according to qualifications & experience of the Candidate) including Accommodation Facility.
- *Annual increment:* Due each year as per the policy of SEARCH.
- *Accommodation:* Will be provided in the campus as per need (single or family).
- *Other Benefits:* Provident Fund, Medical Insurance and Gratuity will be applicable as per the policy of SEARCH.
- *Health Care:* Primary & secondary medical care free in the Hospital of SEARCH
- *Education of Children:* Free pick and drop back facility for children in school at the Gadchiroli Town (with CBSE School till 12th standard)
- *Scholarship* to children of the Staff for higher education as per policy of SEARCH.
- *Spouse:* SEARCH considers the position of the Spouse of the candidate sympathetically, and though not assured, strive to explore appropriate job for the spouse based on need and competencies of the candidate.
- *Leaves:* 80+ leaves across the year including 16 days summer vacation + 7 days Diwali vacation + 10 Casual Leaves + 12 National Holidays.

Send applications at: By email: hr@searchforhealth.ngo.

- Mark 'for the post of Associate Manager: Resource Mobilization & Partnerships' in the subject of Email.
- Send your queries at <anand_bang@searchforhealth.ngo> for specific clarifications.
- **Visit us on the website at <http://searchforhealth.ngo>**