

## TERMS OF REFERENCE

### Position: Technical Specialist

As a Technical Specialist, you will be part of all activities necessary to operate one or more public health programmes. You will be part of teams implementing and executing a variety of challenging assignments within or outside India. The role requires motivation, cooperation and willingness to work overtime during strict deadlines. While working and travelling together, it is important that you make a positive contribution to the team and are instrumental in reaching goals and milestones.

### Roles & Responsibilities

- 1) Contribute to study design, support data collection, data analysis and logistics
- 2) Stay up-to-date on recent developments in the development sector, identify gaps in your knowledge and maintain a personal development plan
- 3) Business development – identify opportunities and assist in converting these into meaningful opportunities – short and long-term
- 4) Contribute to partnership development and maintenance, relevant to the themes you are working on
- 5) Participate in resource mobilisation, including grant and non-grant sources
- 6) Participative implementation of the strategies and assignments agreed upon - along with the Partners for Results
- 7) Strategic positioning (including physical and virtual) and representation in forums including workshops and conferences
- 8) Project management of assignments assigned to you
- 9) Coordinating and networking with experts in the sector
- 10) Capacity building and training of internal staff and external organisations like CBOs, governmental bodies, or (international) agencies
- 11) Compliance with organisational systems
- 12) Meaningful contributions to reviews

**Examples of tasks:**

- 1) Designing questionnaires / tools
- 2) Conducting desk research
- 3) Design and/or conduct fieldwork for data collection.
- 4) Conducting data analysis and participating in report writing
- 5) Contribute to (grant) proposal writing

**Essential Skills:**

- 1) Strong analytical and writing skills
- 2) Experience in qualitative and quantitative data analysis
- 3) Knowledge of English, and at least one Indian language
- 4) Excellent oral communication skills
- 5) Willingness to undertake frequent and extensive travel
- 6) Ability to learn quickly and solve problems in a creative manner
- 7) Should be a team player and be able to handle individual assignments
- 8) Entrepreneurial skills
- 9) 5 to 10 years of experience in the relevant field.