

Job description: Project Coordinator

Position	Project Coordinator
Nature of employment	3 year contractual
Location	Mumbai (not remote)
Reports to	Joint Project Director

About us

FOGSI is looking to hire a **Project Coordinator** to join its Program Enablement Unit for Project MUKTA (PEU-M) which has been set up under a grant from a family philanthropic foundation (referred to as ‘Donor’) to work on Thalassemia prevention.

About FOGSI

FOGSI (Federation of Obstetric and Gynaecological Societies of India) comprises leading Indian obstetricians and gynecologists. With over 46,000 members and 286 societies nationwide, FOGSI champions excellence in women's healthcare by setting high standards for care, promoting education and research, advocating for maternal and child health, and empowering healthcare professionals through ongoing education and development.

About Project MUKTA

Under Project MUKTA (Mission to Unite and Keep Thalassemia Away), FOGSI, in collaboration with partners, will engage private-sector health providers in 40 cities across 5 states to prioritize screening for Thalassemia among pregnant women. Over three years, project MUKTA aims to:



1

Launch **Good Clinical Practice Recommendations (GCPR)** and create **capacity-building** modules to enhance clinical knowledge and standards of care for **prevention and management of Thalassemia**



2

Consolidate a **comprehensive body of evidence** on the screening, diagnosis, and management of **Thalassemia**, to develop an **evidence-informed pathway** towards **Thalassemia-free births**



3

Develop **strategic partnerships** with private clinics and obstetricians to **prioritize adoption of GCPR** on **Thalassemia** prevention, early screening, and timely diagnosis during pregnancy



4

Promote **early screening and best practices in Thalassemia management** within the private sector and in national health programs, creating momentum for widespread adoption across the country

About the Opportunity

We are seeking a highly motivated and experienced professional to join FOGSI's Program Enablement Unit for Project MUKTA (PEU-M) as a Project Coordinator. The PEU-M will provide critical support across program management, field-level program delivery, financial management, research and evidence building, content development, communications, and advocacy.

The Project Coordinator's responsibilities will include managing the day-to-day coordination of project activities and liaison with partner organisations and senior leadership.

Why work with FOGSI's PEU?

India is currently the Thalassemia capital of the world, with 10,000 - 15,000 children born with Thalassemia Major every year. Join FOGSI's PEU-M to contribute meaningfully to reducing this number and making India Thalassemia-free. As a part of Project MUKTA, you will:

- Strengthen clinical practices and promote early screening for Thalassemia at private healthcare facilities
- Help develop strategic partnerships focused on preventing Thalassemia births
- Engage with seasoned healthcare professionals and public health experts for impactful programs
- Gain valuable experience in stakeholder management, program management and strategy
- Be part of a prestigious collaboration committed to ensuring zero Thalassemia births
- Collaborate with diverse partners across domains including healthcare, diagnostics, and policy and advocacy

Job Responsibilities

The key responsibilities for this role include:

1. Hiring and Management of City Coordinators

- Participate in the hiring of city coordinators for Project MUKTA
- Ensure smooth onboarding and briefing/training sessions as required for the city coordinators
- Manage team schedule, leaves, solve for resource-related risks such as attrition, etc
- Manage personnel through governance routines to ensure performance & employee well-being
- Manage risks/challenges at the city level and flag accordingly to the Joint Project Director

2. Project Planning and Coordination

- Support the APD in daily coordination, tracking workplans, and timelines
- Organize and monitor delivery of TOT sessions at FOGSI conferences and city events

- Maintain project dashboards, calendars, and implementation trackers
- Support PEU-M finance coordinator with financial reporting

3. Partner and Stakeholder Support

- Liaise with FOGSI members, medical colleges, pathlabs, MEL and advocacy partners, and other stakeholders to ensure timely implementation
- Coordinate logistics for convenings, ToTs, and stakeholder meetings

4. Documentation and Reporting

- Support research coordinator in compiling activity reports and data inputs for donor submissions
- Ensure documentation of program resources, tools, and city-wise activities on FOGSI microsite by supporting research coordinator

5. Assisting with other administrative tasks relating to Project MUKTA

Required Qualifications and Qualities

The ideal candidate would possess the following:

1. Masters Degree in social work, business management, social sciences, public health or related fields
2. Overall 5-6 years of relevant experience, with a minimum of 2 years in a managerial capacity as a Program Manager or other managerial position
3. Thorough understanding of project management techniques and methods
4. Outstanding leadership and organisational skills
5. Proficient in Microsoft Office Suite particularly Excel
6. Excellent analytical and problem-solving skills
7. Strong attention to detail and accuracy
8. Ability to work independently and as part of a team
9. Demonstrated ability to meet deadlines and deliver high-quality work
10. Outstanding verbal and written communication skills (in English) with exceptional attention to detail
11. Ability to work in an agile and adaptive, entrepreneurial environment
12. Humility, willingness to listen, learn and adapt
13. Fluency in English and Hindi; Marathi preferred.

Preferred Qualifications

1. Experience in managing programs related to public health
2. Working knowledge of program and project management software

[Apply here!](#)

Note

1. The last date for submitting applications is **30th May 2025**.
2. This is a contract position for three years, potentially extendable. Three-month probation; unsuitable candidates will not be confirmed. If shortlisted, expect a response within 15 working days. If not contacted, your profile may not have been shortlisted, but we'll keep it for future openings.

FOGSI - An equal opportunity employer

FOGSI is committed to diversity, equity, and inclusion, valuing all applicants regardless of background. Our workplace fosters respect and celebrates diversity. All applications are welcome and will be fairly evaluated based on job requirements.