TARSHI invites applications for the following position:

Job title: PROGRAMME ASSOCIATE
Number of Vacancies: 2
Location: Delhi

TARSHI (Talking About Reproductive and Sexual Health Issues) has been working on issues of Reproductive Health and Rights for over 12 years.

TARSHI believes that *all people have the right to sexual well-being and a self-affirming and enjoyable sexuality*. In keeping with its vision, TARSHI's work currently encompasses these programmatic strands: Building capacity of young people and encouraging new leaders in the area of sexuality; Enhancing the quality of Helpline services on sexuality issues; and, Making a larger positive impact on the field of sexuality.

Job Description

TARSHI is looking for **women post-graduates** in social sciences for the post of Programme Associate. The Programme Associate's job entails working with a team and on the following projects:

1. Telephone Helpline:
   This will be the primary function of the Programme Associate. In addition to being responsible for the Helpline (attending to calls, training and possibly subsequent supervision of counsellors), the Programme Associate will also be responsible for activities to promote the Helpline and to strengthen other Helpline related initiatives. Additionally, data entry and analysis of the Helpline data, making presentations at the local, regional and international level, and publishing professional papers based on the Helpline data would also be a part of her job requirements.
2. Public Education: TARSHI organises and participates in public events and campaigns to increase awareness of sexuality related issues. TARSHI is committed to producing high quality information material in English and Hindi for diverse audiences. The Programme Associate will be required to identify potential partners, collaborate and network with other organisations to this end**.** The Programme Associate would also be required to assist developing material being produced by TARSHI. Additionally, updating the content of TARSHI's website would also be a part of the Programme Associate's responsibilities.
3. Training: Training is currently one of TARSHI's core competencies. TARSHI's in-house training for counsellors is an intensive 10-12 week programme, in which the Programme Associate is required to actively participate. TARSHI also conducts regular trainings and sessions on issues of sexuality, sexual, reproductive health and rights for diverse audiences. The Programme Associate will be responsible for planning and assisting in these programmes conducted both in-house and for other groups.
4. The Programme Associate may also be expected to work on any other work that TARSHI enters into with other not-for-profits based in India or abroad.

Responsibilities

- Actively attending to and documenting Helpline calls after the training period.
- Being involved, along with a core team, on issues pertaining to the Helpline in Delhi and Nationally
- Assisting in developing training programmes for various training needs
- Identifying possible resource persons and material for in-house and external training
- Coordinating logistics of in-house and external training
- Contributing in creating public education materials
- Disseminating information on the various programmes that TARSHI implements
- Participating in networks and campaigns on issues sexuality, sexual rights and women's rights
- Representing the organisation at various fora
- Writing reports, technical papers and making presentations
- Updating the TARSHI's knowledge base and website content
- Assisting in the effective reporting of the programme

Qualifications

- A minimum of 2 years of experience working on issues of sexuality and reproductive health in India
- Have comfort and commitment to working on issues of sexuality and reproductive health and rights
- A Masters degree in the Social Sciences
- Keen intellectual and analytical abilities
- Ability to work independently as well as in a team
- Ability to take initiative, think creatively and take responsibility
- Excellent written and communication skills
- Fluency in Hindi and English
- Willingness to travel domestically and internationally
- The Programme Associate must identify with TARSHI's vision and share a commitment to the work TARSHI is dedicated to

TARSHI is committed to diversity in its staffing and to the maintenance of an environment free of discriminatory practices. TARSHI's policy is to provide equal employment opportunity to all individuals. No individual shall be discriminated against because of her or his actual or perceived age, gender, caste, class, disability, marital status, religion or sexual orientation.

Compensation will be based on experience and internal equity.

To apply please send a resume, with two references, one of which being from your professional experience and writing sample (or a 300 word article on why you are interested in working on sexuality) to jobs@tarshi.net

Last Date for Applications: **25 June 2008**

Only short-listed candidates will be contacted.