

Manager - Portfolio

About us

India Health Fund (IHF) is a collaborative initiative of the Tata Trusts and The Global Fund to leverage the power of collective impact and catalyse India's fight against infectious diseases. IHF was conceived to accelerate India's progress towards the elimination of infectious diseases in line with the objectives of the Government of India and UN Sustainable Development Goals (SDGs), by supporting the development of breakthrough solutions which help accelerate eradication of these diseases as well as aggregate funds and deploy resources to finance the development of these solutions to enable better outcomes in diagnosis, treatment, control and monitoring of infectious diseases. Key collaborators of the IHF include central and state government agencies, philanthropists, civil society organisations, incubators, start-ups, knowledge institutions, technical partners, business leaders, corporations.

For more information about the organization, please visit <http://www.indiahealthfund.org/>

Role Details

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| Role | Manager - Portfolio |
| Experience | 4 - 6+ year experience |
| Job Location | Mumbai |
| Reporting to | Sr. Manager / Director |

Key Responsibilities

Portfolio Management:

- (a) Portfolio Support:-
 - Monitor project progress and financial utilization (Monthly and Quarterly).
 - Review with program teams and internal presentation to IHF team (Monthly).
 - Highlight any risks/ deviations/ delays in projects to internal IHF team (Monthly and Quarterly).
 - Support portfolio companies with necessary product development and capacity building.
 - Work with public health institutions for deployment/adoption of portfolio innovations.
 - Identify potential partners for forward linkages for portfolio companies.
 - Concept notes on current projects (Quarterly).
 - Maintain documentation of all the Programmatic activities as mandated.
 - New Partners (Joint Project Monitoring).
 - Conduct periodically mutually agreed monitoring mechanism
- (b) Operational/Financial Diligence (Support):-
 - Work closely with the operations team to ensure portfolio is onboarded with the requisite compliance and regularly monitor progress.
 - Periodic reviews on programmatic and operational activities.

Strategic Initiative Development:

- (a) Existing: Diagnostics/ Digital Health:-
 - Strategy roadmap development (problem statements, pipeline development, support planning).
 - Work closely with partners to develop combined problem statements, support strategy and innovation selection.
 - Scout for innovations & screening as per IHF mandate and joint partner mandates.
 - Facilitate the innovation selection process with other partners along with necessary documentation.
 - Identify, build, and nurture collaborative partnerships.
- (b) New Initiatives:-
 - Conceptualise, research, and develop strategy roadmap for new thematic focus area.

- Identify problem statements, areas of engagement for these new initiatives.
- Identify, build, and nurture collaborative partnerships.

Stakeholder Partnership:

- Build and grow existing partnerships (technical/incubator/scientific organization/experts etc.) that relate to portfolio development and strategic initiative development.
- Develop new partnerships (technical/incubator/scientific organization/experts etc.) that could accelerate the growth of IHF.

Cross functional support:

(A) Operational-

- Work closely with the partnerships and fundraising team to identify forward linkages for current portfolio and future pipeline.
- Support actively with areas related to proposal development, fundraising, pitching of projects for implementation support etc. at the organizational level to bring additional support to India Health Fund and its portfolio organizations.
- Collaborate with Comms team for blogs, success stories in reports, etc.
- Support HR, Admin and Finance team as and when required.

(B) Strategic-

- Able to develop Individual rolling workplan.
- Contribute to development of AWP, budget and similar projects.
- Knowledge Initiatives - Lead development of knowledge sharing practices/initiatives.

Preferred Skills

- Understanding and exposure to infectious diseases domain.
- Proficiency in MS Excel, MS Word and MS PowerPoint.
- Proficient in oral and written communication skills.
- Ability to identify and develop opportunities.
- Proactive, accountable and can work independently.
- Logical thinker, ability to connect the dots.
- Comfortable working in situations with tight timelines or dealing with ad-hoc requests.
- Exposure to people management is preferred.

Experience

- 4+ years of relevant experience in handling portfolios at a for-profit or not for profit organisation.
- Experience in healthcare and/or public health is essential.
- Exposure to med-tech/ healthcare digital technology-based innovations is preferred.

Qualification

- Bachelor's degree from science background or related field is mandatory.
- Master's degree from healthcare, public health, economics, or another relevant field is preferred.

Application Process

Eligible candidates interested in the position are requested to share their updated resume with details about expected CTC & notice period to CHATFHR@indiahealthfund.org

Please Note: Compensation shall be in line with industry standards.