

## The Organization is looking for a Program Coordinator

The organization is a global development and humanitarian NGO based in Barcelona, Spain with around 30 years of working experience in 18 countries. We work with and for children and their communities to promote a just and equitable society that can secure their rights and well-being. We envision a world where all children fully enjoy their rights and lead a life with dignity. We are a member of ChildFund Alliance, one of the largest global networks of child-focused development organizations working to create opportunities for children and youth, their families, and communities.

The organization started interventions in India since 1998 aiming to create *a world where all children fully enjoy their rights and lead a dignified life*. organization in partnership with local non-governmental organizations (NGOs) has reached out to benefit more than 136,000 children and young people. Over the years, organization India's interventions have been carried out in Maharashtra, Odisha, and Karnataka States. Presently all programmatic activities are implemented through local partners. organization has a long-term vision for development which is guided by the Global Impact Framework (GIF) 2030, Global Programmatic Framework (GPF) 2020-25 and in the light of GIF and GPF country office level, organization has Country Programmatic Framework (CPF) 2025 and three programs for Education, Protection and Participation/governance.

Currently, we are looking for a dynamic leader to fill the role of **Program Coordinator** at our Country Office, in India

### **JOB SUMMARY**

The **Program Coordinator** plays an essential role in organization India, leading the development and operationalization of the Country Programmatic Framework (CPF). The position ensures that projects are designed with the CPF and the goals shared by organization and partners. The role provides strategic leadership in the development of program strategies, concepts and innovations, ensuring high quality of programs, addressing implementation efficiency, and incorporating learning, research and best practices to inform the quality of work. The position provides the needed support promptly and at scale, applying all standards and principles during emergencies.

The **Program Coordinator** works closely with the Head Office fundraising team to design and execute the resource mobilization strategy for the Country Office. This role involves conducting detailed donor mapping to identify and assess potential funding sources that align with the

programmatic priorities in India. In addition to researching and evaluating new fundraising opportunities, the **Program Coordinator** is responsible for drafting compelling funding proposals and submitting them to prospective donors in coordination with the Head Office. Through strategic communication and engagement with donors, this role is key to securing financial support for the Country Office's initiatives.

Under the supervision of the Country Director, the Program Coordinator is a member of the Senior Management Team (SMT) and promotes accountability and high performance that reflects organization's dual mandate and values. The position helps establish, maintain, and improve working relationships with host government authorities, development donors, and local and international NGOs

## **RESPONSIBILITIES**

### Strategic Design and Planning:

- ✓ **Lead the development of the Country Programmatic Framework**, ensuring alignment with organization's Global Impact Framework and that all program areas contribute effectively to its achievement.
- ✓ **Design innovative approaches** for program delivery and other key areas to enhance efficiency, effectiveness, and long-term sustainability.
- ✓ **Oversee the preparation of a Plan of Action**, establishing priorities through project management best practices, processes, and tools.
- ✓ **Support Advocacy, Partnerships, and Communications strategies** by providing evidence-based insights and high-quality programmatic inputs.

### **Portfolio Management / Project Management**

- **Oversee project integration and implementation** by providing technical guidance and support to the project implementation team.
- **Lead the development of all projects**, collaborating with Sector Specialists on Concept Notes, Full Proposals, and technical reviews.
- **Responsibility to coordinate and supervise the sponsorship programs**, Ensuring their seamless integration into the project portfolio and overall program strategy.
- **Ensure program and project coherence** with the Country Programmatic Framework (CPF) and adherence to programming quality standards.
- **Monitor project financials**, working with project teams to address variances, manage burn rates, and identify cost-saving measures to enhance efficiency.
- **Conduct regular project reviews and analyses**, ensuring alignment with CPF and the Plan of Action (POA), and disseminate findings to the Senior Management Team (SMT) and program team.

- **Support the MEAL unit** in project evaluation, monitoring, and the operationalization of the Impact Measurement System, while ensuring partner compliance with organization policies, particularly in safeguarding within the country office operations.

#### Resource Mobilization and Partnership Development

- Collaborate with the Head Office fundraising team to design and execute the resource mobilization strategy for the Country Office.
- Research and evaluate new fundraising opportunities, and draft compelling funding proposals in coordination with the Head Office.
- Lead strategic communication and engagement with donors to secure financial support for the Country Office's initiatives.
- Oversee the preparation of project proposals to ensure coherence and alignment with integrated programming.
- Ensure donor and partnership engagement is aligned with requirements, and oversee the quality implementation of grant-funded projects.
- Initiate diverse partnerships that strengthen programming in collaboration with the Grants and Area teams.
- Network with national and global communities of practice to enhance knowledge, foster innovation, and support team development.

#### Team Management

- **Establish strong working relationships** within the programs department to promote cohesion, coordination, and effective communication through supervision and mentoring, while ensuring the team meets appropriate staffing requirements.
- **Coordinate with People & Culture (P&C)** to develop and enhance team capacities based on needs, and plan for succession.
- **Conduct periodic performance evaluations** of direct reports, guiding in setting performance targets and reviewing appraisals to ensure alignment with organizational goals.

#### Networking, representing, and positioning organization

- **Regularly update donor and partner mapping** to identify and establish relationships with organizations that share similar priorities to organization, ensuring the organization and its expertise are visible to key stakeholders.
- **Collaborate with the communications team** to develop and distribute marketing and promotional materials to relevant stakeholders and platforms, highlighting organization's priorities and expertise.

- **Represent organization** at meetings, conferences, and workshops, promoting its mission and initiatives.

### **Capacity building**

- **Interpret fundamental donor regulations** and requirements, applying them to specific situations to resolve key award issues on time, and share this knowledge with other members of the organization.
- **Enhance the capacity of the program and support teams** in technical and financial proposal development, as well as organization Bangladesh's tools and policies relevant to fundraising, in coordination with the Head Office Resource Mobilization Unit.
- **Facilitate the capacity development process** for implementing partners

### **REQUIREMENTS:**

- **Master's degree** in Development Studies, Social Work, or a related discipline from a reputable university is highly preferred.
- **8-10 years** of cumulative experience in designing, implementing, and overseeing monitoring and evaluation tasks, with familiarity in donor relations and knowledge management tools.
- **8-10 years** of solid project management experience, ideally within an International Non-Governmental Organization (INGO) or a child rights organization.
- **Proven experience** in fundraising, including proposal writing for institutional donors and managing donor relationships.
- **Excellent communication skills**, both oral and written.
- **Strong understanding of financial and program development** and management principles.
- **Ability to prioritize tasks** and manage work pressure effectively.
- **In-depth knowledge of development and humanitarian issues**, including basic gender equality concepts.
- **Familiarity with areas such as child education and protection, climate change, adolescent and youth empowerment, disaster risk reduction, and humanitarian programming.**
- **Capacity to work collaboratively** in a team environment while also being self-managing.
- **Well-organized** with a strong attention to detail.
- **Innovative and creative** in project design.
- **Culturally aware and sensitive.**
- **Willingness and ability to travel.**

## **CODE OF CONDUCT, PSEAH AND CHILD SAFEGUARDING POLICY, NON-DISCRIMINATION AND CONFIDENTIALITY**

organization adheres to a **Code of Conduct** and **Safeguarding Policies**, including the **Protection from Sexual Exploitation, Abuse, and Harassment Policy** and the **Child Safeguarding Policy**. We are committed to ensuring child protection and maintaining an environment free from exploitation and abuse.

To uphold our safeguarding commitment, the recruitment and selection process will adhere to the procedures established by the People and Culture Unit, which includes conducting background checks and reference verifications for all candidates.

We are an equal opportunity employer and encourage all qualified applicants to apply, regardless of race, colour, sex, language, religion, political or other opinions, national, ethnic, or social origin, property, disability, birth, or other status.

Please note that the information you provide will be recorded in a file specifically created for the current selection and evaluation process. organization will share this information internally with those involved in the selection process. To exercise your rights to access, amend, or delete your information, please contact us at our Country Office located in Mumbai, India.

### **APPLICATION:**

organization India is an equal opportunity employer: both women and men are encouraged to apply, regardless of sexual orientation, gender identity and expression (SOGIE). If qualified and interested, please refer to the below requirements and submit no later **than January 10, using the following details:**

**Application Requirements:** Submit the following documents to organization People and Culture Unit (P&C):

1. Letter of intent /application (via [form](#))
2. updated resume/CV
3. Other supporting documents, as deemed necessary.

Only successful applications screened and evaluated based on the set of requirements identified above will be notified by organization P&C.

**Interested candidate please share your cv at:**

[contact@pmspl.net.in](mailto:contact@pmspl.net.in)