

Manager-Programme (Swasthya City)

General

Location of Job: Pune and Hyderabad

Type of Employment: Permanent

No. of Position: 2

Reporting to: Group Senior Manager-Programme

Annual Salary: INR 12-15 LPA

1. Job Purpose

This role oversees and manages The Foundation's interventions in the Swasthya cities. As part of the foundation Programme team, you will evaluate, supervise, and execute programs, coordinate with stakeholders, and ensure project goals are met. Responsibilities include preparing progress reports, managing budgets and timelines, and ensuring adherence to policies. Regular monitoring and reviews are crucial for effective fund utilization. The incumbent will also assist the Group Senior Manager-Programme in achieving the overall goals of the Foundation.

2. Key Accountabilities

a) Programme Management

- Overall management of the entire range of foundation interventions in the city.
- Building consensus amongst various stakeholders on key issues and initiatives of the project.
- Preparation of monthly and quarterly progress update reports for foundation.
- Develop and chase deadlines, budgets, and activities.
- Conduct review meetings with all authorities and the project team once a month.

b) Stakeholder Management and Liaison

- Building consensus amongst various stakeholders on key issues and initiatives of the projects.
- Ensuring smooth communication and coordination between foundation & stakeholders.
- Work with stakeholders to assess program performance.

c) Team Management

- Lead the project implementation team.
- Identification of KRAs for the staff in the project implementation team in foundation and organization strategies and approach for such project.
- Review standard operating procedures for the functioning of foundation initiatives. in the city and approval from concerned authorities as and when required.
- Supervising sensitively all critical and medico-legal cases and resolving them with the help of the Project management team.
- Assess the need for capacity-building training/sessions for team and self.

d) Reporting

- Review of data gathered from the project and all reports generated and suggest policy inputs.
- Reviewing reports created by project manager, HR executive, consultant monitoring associate operations manager, and core team.
- Review standard operating procedures for the functioning of this project and approval from concerned authorities as and when required
- Conduct review meetings with the Project team and partner organization once a month

e) Finance and Budgeting

- Work with the Finance Team for timely review of funds.
- Coordinate with the Finance and Administration team, to ensure effective implementation, proper financial management, and project reviews.
- Supervise procurement of all required products and services for the projects handled in line with Organizational procurement policy. All SOP's to be strictly adhered to.

f) Other Duties

- Ensuring proper Branding and Visibility at all locations/activities managed by the Employee as per foundation's guidelines/manual.
- Prepare and supervise the team for various awareness camps, exposure visits, training, etc.
- Assist the management in preparing Annual Program Plans and Budgets.
- Any other responsibilities as assigned by the Senior Management Team.

3. Other Indicative Requirements

Educational Qualifications	<ul style="list-style-type: none">· Postgraduate in management, public administration, public policy, development, or social work. /Any other postgraduate degree with relevant experience in planning and administration, government, or renowned NGOs in the social sectors.
Functional / Technical Skills and Relevant Experience & Other Requirements (Behavioural, Language, Certifications, etc.)	<ul style="list-style-type: none">· 8 to 10 years of relevant work experience in the development sector.· Candidates with experience in high-functioning consulting environments and programme management experience will be given preference.· Strong written and verbal communication and capability to relate and interact with multicultural teams.· Giving close attention to details and demonstrating ability to handle sensitive or confidential information.· Ability to lead and drive the project with a vision to achieve transformational change· Strong interpersonal, negotiation, and conflict resolution skills.· Have an empathetic & compassionate attitude. Sensitive towards the needs of children and the underprivileged.· Ability to analyze complex problems, and craft possible solutions and recommendations.

How To Apply

Interested candidates can share their updated cv at contact@pmspl.net.in mentioning the name of the position in the subject line.

