

## **Manager-Programme**

Programme      10 years      FullTime      Mumbai, Bengaluru

### **Background**

The Organization, established in 2009, is a Public Charitable Trust that works towards creating an equitable society to enhance the quality of life for all through the empowerment of marginalized and underprivileged communities in India. The Organization works for the health and well-being of remote and under-served groups, with an additional focus on children, persons with disabilities, and women. The Organization also works for holistic Education and Livelihood development of our communities. Our Two-Fold Strategy involves identifying and working within Aspirational Districts and high poverty index in the North, North-East, and East regions within specific states, as well as catering to lower-income and migratory populations in cities, through urban programs.

Over its 15 years of existence, The Organization has reached more than 35 million beneficiaries through its programs. The Organization works with communities through the direct implementation of projects on the ground in addition to providing local management and monitoring support to not-for-profit organizations in India funded through The Organization USA and RIST.

Background of the Project

Project: **The Swasthya City program**

The Swasthya City program has been designed to initiate and manage strategic projects in 20 identified Swasthya Cities across the country. Major interventions include:

- **Education**
- **Skilling and Livelihood**
- **Disability and Destitute Homes**
- **Pediatrics'**

The Organization launched this initiative to support marginalized populations in these Metro/Sub-Metro cities, primarily targeting migrant laborers and individuals with limited or no access to essential resources. The goal is to foster an equitable society with a 360° impact on the quality of life through comprehensive social development projects implemented in these cities by The Organization.

### **General**

**Location of Job:** Mumbai, Bengaluru

**Type of Employment:** Permanent

**No. of Position:** 2

**Reporting to:** Group Senior Manager-Programme

### **1.Job Purpose**

This role oversees and manages The Organization's interventions in the Swasthya cities. As part of the The Organization 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**

### **1. Programme Management**

- Overall management of the entire range of The Organization 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 The Organization.
- 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 The Organizaion & 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 The Organization and organization strategies and approach for such project.
- Review standard operating procedures for the functioning of The Organization 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 are managed by the employee per The Organization's guidelines/manual.
- Prepare and supervise the team for 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**

- 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.)**

- 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.

**The Organization is an equal opportunity employer that encourages women, people with disabilities, and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions. We do not discriminate in employment based on caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter.**

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

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

