

JOB DESCRIPTION

Position Title:	Programs Manager- Karnataka	
Function:	Program Management	
Level	Manager	
Position Reports to:	Associate Director Programs	
Supervises	Associates, Sr Associates, Officers, Sr. Officers, Asst Managers	
Location:	Bangalore/ Ramanagara	
<p>Purpose: <i>The Programs Manager Karnataka is responsible for creating and implementing a regional strategy for Organisation in Karnataka with the aim of strengthening our presence in this region. This role would lead all Organisation programs across all locations within Karnataka.</i></p>		
Key Responsibility Areas (KRA)		
KRA	Description	Performance Indicators
Develop a regional strategy and annual plans for Organisation for Karnataka	<ul style="list-style-type: none"> • Study and understand market needs and evaluate potential areas of deepening and strengthening Organisation presence across districts in Karnataka • Develop a comprehensive regional strategy in alignment with the organisation's strategic goals in coordination with the Senior Leadership Team • Guide in the development of annual plans by location and by program aligned with the organisation's annual targets • Create expansion opportunities by building and leveraging local partnerships working closely with the Partnerships & Collaboration domain • Build and maintain relationships with key stakeholders in state government bodies / departments to gain official support and credibility for Organisation programs working closely with the Associate Director Programs 	<ul style="list-style-type: none"> • Quality of strategy • Timeliness and quality of annual plans • Value of relationships developed • Opportunities enabled through partnerships

Lead ongoing Organisation programs for Karnataka	<ul style="list-style-type: none"> ● Set the agenda, budget and goals for each applicable program in each location along with the responsible location lead and the respective Program Manager ● Manage relationships with critical stakeholders in government, education institutions, social sector partners etc ● Streamline and strengthen program management across all programs working closely with headoffice. ● Ensure process and quality adherence ● Provide content improvement/ refinement inputs to the Content domain based on assessment of cultural/ political/ social pulse in the region ● Strengthen the volunteer/ educator/ consultant network and ensure good relationships ● Strive for continuous improvement in process 	<ul style="list-style-type: none"> ● Uptake of various programs ● Impact of programs delivered ● Quality & quantity of improvements/ enhancements ● Type of new opportunity/ies ● Stakeholder feedback/ pulse
Capacity Building	<ul style="list-style-type: none"> ● Keep upto date wrt social, political, education related new thinking, trends, issues ● Build own capability in delivery of quality programs ● Assess training needs of team, volunteers/ consultants/ youth trainers and ensure gaps are covered ● Mentor and coach team members to enhance performance and grow in their careers 	<ul style="list-style-type: none"> ● Program evaluation scores ● Good session observation scores ● Readiness of team members to take on larger responsibilities ● Alignment with organization values and principles
Contribute to overall organisation goals	<ul style="list-style-type: none"> ● Be a champion for Organisation and represent the organisation within the location/ region ● Contribute to building the image and credibility of Organisation; ● Attend external events and conduct Organisation events to foster image building and networking ● Plan and implement alumni outreach and engagement initiatives ● Support resource mobilisation efforts ● Support organisation initiatives and contribute in management and operational areas as needed (eg. participation in recruitment/ induction, participation in events, team building etc) ● Identify and share opportunities for improvement across the organisation 	<ul style="list-style-type: none"> ● Responsiveness to priorities and needs ● Organisation presence and credibility in the location ● Contribution levels to internal organisation initiatives ● Sustained effort

Person Profile:

Education Background	Master's degree in Education/social sciences/humanities/social work or equivalent
Years of experience	At least 10+ years of relevant experience.
Industry Exposure:	NGO of a similar nature
Type of Experience:	<ul style="list-style-type: none">• Demonstrated experience in Program Management in a not for profit environment• Experience in areas such as advocacy and/ or building partnerships and/ or education would be mandatory• Good existing networks in the government and NGO space would be an advantage• Strong language skills - fluency in English and Kannada is essential• Should be comfortable with travelling to program locations within the region on a regular basis• Good level of comfort with MS Excel and good analytical skills

Interested candidate please share your cv at:

contact@pmspl.net.in