

JOB DESCRIPTION

Position : Programme Manager	Department: Programme
Number of Positions: 01	Report: Program Head
Location: New Delhi	

About Kailash Satyarthi Children's Foundation (KSCF)

Kailash Satyarthi Children's Foundation (KSCF) is a global thought leader for the prevention of exploitation and violence against children. It is born out of four decades of Mr. Kailash Satyarthi's (Nobel Peace Laureate 2014) revolutionary life and path-breaking endeavours as a social reformer.

Under his leadership, the movement he founded, Bachpan Bachao Andolan (Save the Childhood Movement), has rescued over 90,000 children from bondage, trafficking and exploitative labour in India to date.

KSCF envisions a world where every child is free, safe, healthy and educated, and works to build a child-friendly world through direct interventions, research, capacity building and campaigns for mass mobilisation and behaviour change.

To read more about our initiatives please visit our website: www.satyarthi.org.in

Job purpose

Program manager will oversee all aspects of a program or project, ensuring that it is completed on time, within budget, and meets the goals and objectives set by the organization. This includes managing staff, resources, and budgets, developing and implementing strategies and plans, monitoring progress, evaluating outcomes, and communicating with stakeholders and donors. The program manager also plays a key role in identifying and developing new opportunities for funding and partnerships, and in establishing and maintaining relationships with key stakeholders, both inside and outside the organization. Ultimately, the program manager is responsible for ensuring that the organization's programs make a positive impact on the communities they serve.

Key responsibilities:

- Establish frameworks, processes and procedures for quality assurance, monitoring, analysis, and reporting of the KSCF initiatives in consultation with the Program team.

- Determine the needs and plan training on data quality assurance and MEL requirements for state wise KSCF programs and activities.
- Attend internal/external meetings and learning events as required to provide M&E updates to project stakeholders, donors, and state teams.
- Develop data quality assurance process and procedures, reporting tools, data analysis methods and presentation frameworks to create donor-wise dashboards.
- In coordination with the KSCF program team and the research team develop clear target oriented theories of change and M&E frameworks for new grants and opportunities; ensure they align with relevant systems.
- Work with the KSCF Information Systems, state teams to collate and report M&E data as per the donor reporting requirements.
- Support data visualization, and produce reports and analyses that cater to various audiences.
- Ensure Program compliance to the internal and external reporting requirements, e.g. Donor reports, KSCF MIS, Narrative reports, etc.
- Enable processes in which research initiatives are derived from monitoring and evaluation data
- Contribute to knowledge management initiatives, especially data mapping, cataloguing, and management processes, in discussion with the Executive Director, Programs.
- Train on-ground team for data entry and data management in various M&E technical areas
- Ensure timely issue resolution for requests made by KSCF donors to meet the MEL requirements of the program portfolios.
- Coordinate with other team member to develop and manage program MIS, analyse data/information
- Coordinate with other managers to ensure efficient and effective program implementation
- Inter-departmental coordination with in the organization/KSCF as and when required
- Identify potential donors, funding agencies and prepare concept notes and project proposals
- Identify RFPs and develop appropriate proposals and submit after obtaining due approvals and going through internal processes.
- Oversee all internal and external communication
- Supervise program staff and provide strategic direction to them in central office
- Support staff in central office to design work plan and activities for the respective projects and overall implementation of developed plans
- To carry out any other responsibility as directed by your supervisor

The candidate must be/have:

- Master's degree in Development Economics, Education, Social Work Operation Research, Education, or related fields;
- 8-10 years of experience in strategy and program development; preferred with 2-3 years of supervisory experience.
- Significant experience in program management, grant management
- Technical knowledge and experience in maintaining program MIS

Skills and Abilities:

- Ability to listen, communicate, and work with teams, including state focal persons.
- Ability to operationalize strategy into action for the function
- Strategic management and critical understanding
- Ability to work independently and self-motivated
- High levels of integrity and honesty
- Being able to guide teams to deliver, at the same being hands-on on delivery
- Ability to travel upto 40% of work time

How to apply: Please apply using the link provided below.

Link - <https://forms.gle/xErzn84xDNBcbnW76>