

JOB DESCRIPTION

JOB TITLE: Programme Manager

JOB TYPE/TERMS OF ENGAGEMENT: Full Time

LOCATION: Nepal, India

SUPERVISOR/MANAGER: Director of programs

ABOUT XYZ

Are you a self-driven, passionate and goal-oriented individual? We are looking for you.

At XYZ we strive to make the world a better place by providing accessible health, water and sanitation services to the underprivileged and marginalized communities. We believe that everyone has a right to clean water and good health.

If you feel you share in our beliefs, then we would like you to part of this great story.

JOB SUMMARY:

The general purpose of the Program Manager is to set-up, develop and grow the XYZ's activities, ecosystems, partnerships and, ultimately, its impact in India. The Program Manager needs excellent team management skills and external representation talent across various stakeholders - from interfacing with small, informal businesses to large multinationals, government representatives, and development partners. The Program Manager works closely with the implementing field teams to build and grow the ecosystem's brands, implement and optimize the XYZ, and bring in new business and partnerships.

MAIN DUTIES/RESPONSIBILITIES:

Program Management, Development & Coordination

- Work with Marketing & Communications Manager for designing and implementation of promotions, tools, and additional marketing activities.
- Represent field team to highlight their successes and challenges for timely resolution by liaising with the data team and the relevant global team

People Management

- Responsible for recruiting and training of XYZ Managers and Facilitators.
- Support and capacity build the field team in achieving their performance KPIs as well as providing regular reviews and performance improvement plans.

Program Strategy & Partnerships

- Work with the Director of Programs and global team to identify opportunities for strategic collaboration to enhance and expand our current footprint.
- Represent XY at country and partner meetings as relevant, positioning XYZ'S platform appropriately.

SKILLS & EXPERIENCE

Qualifications:

- MBA/Masters degree.
- At least 6 years of experience in managing the implementation of marketing/mobilization activities (preference given to those with program management experience)

Experience:

- Managing implementation teams of 20+ members with the successful delivery of outputs.
- Working knowledge of digital marketing
- Outstanding working knowledge of change management principles and performance evaluation processes

Skills:

- Exceptional leadership, time management, facilitation, and organizational skills
- Exceptional written & verbal communication skills in Hindi and English.
- Experience in writing and implementing operational plans.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Understanding of the pyramid healthcare, sexual reproductive health or behavioral economics.
- Understanding of culture and vision of the development sector.

Working Conditions

- The physical exigencies of this positions requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special program events.
- Will be required to travel outside work-station from time to time.