

Job Description



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| Job Title | Regional Program Manager- New Delhi & Telangna |
| Department | Programs |
| Location | New Delhi & Telangna |
| Reporting to | Director-Programs |
| Number of Position | 2 |

Brief background on Kinship for Humanitarian Social Holistic Intervention in India (KHUSHII)

KHUSHII is a non-profit organisation working for the upliftment and holistic development of underprivileged children, women and vulnerable families. Founded in December of 2003 by Cricket legend Kapil Dev, KHUSHII is currently working in 12 states in India namely Delhi, Gujarat, Haryana, Telangana, Uttar Pradesh, Maharashtra, Punjab, Tamil Nadu and Karnataka reaching out to approx. 93,000 children and impacting lives of more than 5 lakh in the communities in their fight against poverty, abandonment, social neglect.

Job Description- Duties and responsibilities

- Program Planning & Implementation
To work on the Program planning and implementation of the schools projects of the Northern & entire Southern region. Academic result analysis to be discussed and planning over the gaps. Yearly Planning on Capacity Building sessions with Coordinators & Teachers of the respective project.
- To achieve the target of number of beneficiaries and ensure adapt impact with a proper adherence to the systems and policies of the organization.
- Preparing the Donor Reports and arranging their visits as required.
- Liaison with the govt. schools, stakeholders and the local government authorities at the state level.
- Overseeing the accounts in coordination with accounts team in the national office
- Providing the overall operational support of procurement, logistics, monthly attendance etc. of the respective programs of the Southern Region.
 - Conducting various Volunteer engagement activities, scholarship programmes and health camps etc.

Desired Specifications

| | Essential | Desired |
|-------------------|-------------------------------------|----------------------------------|
| Education | MSW/Post Graduate/ MBA in any field | Knowledge on NGO sector is must |
| Experience | 7-8 Years | Experience in NGO Sector is must |

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| Skills and Knowledge | <ul style="list-style-type: none"> • Strong interpersonal and networking skills • Team handling and skills • Strong target / results orientation • Excellent communication and presentation skills • Excellent knowledge of Office IT packages: Word, Excel, PowerPoint | Experience in Project Coordination |
| Salary | Rs.4-5 lacs per annum | |
| Language | Local language is preferred | |

Interested candidates may send CV to hr@khushii.org. Only shortlisted candidates shall be notified by us.