

Job Description



Job Title	Regional Program Manager- West(Mumbai)
Department	Programs
Location	Mumbai(Powai, Jogeshwari & Bandra)
Reporting to	Director-Programs
Number of Position	1

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 13 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 entire Western 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
Skills and Knowledge	<ul style="list-style-type: none"> • Strong interpersonal and networking skills • Team handling and skills 	Experience in Project Coordination

	<ul style="list-style-type: none"> • Strong target / results orientation • Excellent communication and presentation skills • Excellent knowledge of Office IT packages: Word, Excel, PowerPoint 	
Salary	5-6 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.