



JOB DESCRIPTION

Job Title	Senior Manager Programme
Department	Programme
Location	New Delhi (Head Office)
Number of Position	1

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

Kinship for Humanitarian Social and Holistic Intervention in India (KHUSHII) is an independent not-for-profit organization registered under the Societies Registration Act. **Founded in 2003 by Cricket legend Mr. Kapil Dev**, KHUSHII is a self-implementing organization. KHUSHII's distinctive goal is to empower women and children from poor and marginalized communities leading to improved life of dignity through Education, Economic Empowerment and better health facilities. Till now, KHUSHII has **impacted more than 1.5 million lives** in their fight against poverty and social neglect. KHUSHII is currently delivering well planned and comprehensive projects in **education, skill development & livelihood, health & nutrition and sanitation** in 12 states of India.

KHUSHII has designed and implemented various programmes over the years across its areas of thematic interests. It's flagship programme Swatantrata Shikshantara is a Whole School Development programme working to improve learning outcomes through remedial instruction and teacher training, as well as provide mental health counselling to students, and create an ecosystem of co-curricular opportunities to contribute to their overall development, while also building strong and updated infrastructure for partner schools.

The incoming Sr. Manager Programs will have the opportunity to drive implementation of KHUSHII's programmes and help the team achieve efficiency as well as effectiveness.

The position will report to the Chief/Sr. Director, Programme

Roles and Responsibilities:

1. He/ she will be responsible for overseeing implementation and daily management for the multiple programmes at KHUSHII
2. He/ she will be responsible for managing internal as well as external stakeholders who are involved across various programmes
3. He/ she will be the Point of Contact between Sr. Director, Programme Operations and the on-ground implementation team, ensuring smooth flow of communication and smooth implementation of activities
4. He/ she will be responsible for ensuring close collaboration and coordination with the implementation partners
5. He/ she, along with the Sr. Director, Programme Operations will work on defining and documenting programme controls, i.e. the processes, procedures, reporting, etc., to manage the programmes on an on-going basis

6. He/ she will work on optimal utilization of human, financial and other resources over the course of the programmes, while ensuring that the expenditures are in line with pre-defined budgets
7. He/ she will be responsible for managing the risks and issues that might and do arise over the course of the programmes, as well as take measures to mitigate/ overcome them as and when they occur
8. He/ she, along with the Sr Director, Programme Operations will conduct periodic reviews on a daily/ weekly/ monthly basis, as required, to ensure effective implementation of the programmes
9. He/ she will assist the Monitoring and Evaluation team to understand the impact of the programme and provide suggestions for scope of improvement in programme implementation plans
10. He/ she will be responsible for timely submission of activity reports, meeting minutes and financial reports to the donors, basis the requirements

Skills, Qualifications and Expectations:

1. Any post graduate /MSW with 7-10 years of program management experience, preferably in a non-profit context
2. Candidate should have experience working in the School Education space and be able and willing to understand related thematic areas such as Skills, Livelihoods, Women and Children and Community Development and Health
3. Analytical bent of mind and creative problem solver
4. Highly motivated and a strong team player
5. Excellent people's skills and ability to build rapport with stakeholders, and maintain internal channels of collaboration and coordination with the Fundraising and M&E functions
6. Demonstrated history of exceeding targets
7. Excellent communication skills-written and spoken English, spoken Hindi