

Job Description

Job Title	Senior Manager- Shiksha Aur Vikas Program(Skill Development & Livelihood Generation)
Department	Programs
Location	HO-Okhla, New Delhi
Reporting to	Executive Director & Project Lead
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.

The incoming Sr. Manager Programs will have the opportunity to drive implementation of KHUSHII's Skill development & Livelihood generation programmes and help the team achieve efficiency as well as effectiveness with following roles & responsibilities:

a)Program Design and planning

- Design the skill development & livelihood program to ensure that it evolves according to the identified needs of beneficiaries and developments in the market.
- Coordinate with case workers and beneficiaries to prepare comprehensive rehabilitation plans for the beneficiaries and oversee the implementation of the livelihood related plans created for the beneficiaries.
- Design, update and implement a curriculum for livelihood and employability skills for the beneficiaries to facilitate planned learning

b) Program Execution

- Develop, update and implement Standard Operating Procedures for the Skill & Livelihood Program.
- Monitor programme budget and spending and maintain the accounts.
- Monitor progress of each beneficiary in terms of employability, livelihood and financial stability to ensure the implementation of plans.
- Facilitate the opening and management of bank accounts for beneficiaries and monitor their stipends.
- Identify and maintain relationship with organisations and institutions that provide livelihood related options for beneficiaries including training, employment etc.

- Organise and facilitate exposure visits to enhance beneficiary understanding of various trades and of professionalism. Identify, recruit and manage mentors for beneficiaries to ensure that they access work-related coaching.

- Manage and supervise interns and volunteers that are associated with the Livelihood Program.

c) Reporting & documentation

- Submit monthly report of programme activities.

- Document beneficiary successes related to the livelihood program for the organisations marketing collaterals

d)Stakeholder Engagement:

- Engage with relevant stakeholders, including government agencies, educational institutions, employers, and community partners. Build and maintain relationships to support program objectives and sustainability.

e) Monitoring and Evaluation:

- Develop and implement monitoring and evaluation mechanisms to assess program effectiveness.
- Regularly review data and feedback to identify areas for improvement.

f)Compliance: Ensure compliance with relevant regulations, policies, and guidelines governing skill development programs.

Desired Specifications

	Essential	Desired
Education	A bachelor or Master's degree in business/ social entrepreneurship	Knowledge on NGO sector is must
Experience	10-12 Years	Experience in NGO Sector is must
Skills and Knowledge	<ul style="list-style-type: none"> ● Good experience of working in Skill Development & Livelihood projects Experience working with youth. ● Excellent planning, organisational, team management, communication, interpersonal facilitation and leadership skills. ● Strong networking skills. ● Creative thinker. ● Knowledge of financial activities. ● Basic computer and internet skills. ● Good writing skills 	Experience of Vocational Training courses/ GDA/ Health sector etc.

Salary	11-12 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.