



Job Title	Senior Director-Programmes
Department	Programmes
Location	Head Office, Delhi
Reporting to	Chief Director-Program
Number of Positions	1

JOB DESCRIPTION

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 running projects in 11 states of India by providing **education, skill development & livelihood, health & nutrition and sanitation**.

Job Description- Duties and responsibilities

- a. **Program Operations-** Design and monitor the effectiveness of the projects, rigorously evaluate for improved effectiveness of the programme
- b. **Programme Quality Control-** Build structures, and systems to enable the programme to scale, and achieve the vision of the programme in the best possible manner with a focus on continuous learning, improvement, and rapid growth
- c. **M&E Adherence-** Tracking adherence to internal monitoring procedures and coordinating for third-party impact assessments/evaluations. Assessing programme risks and reporting adherence to reformative actions on a quarterly basis and ensuring that all projects are covered annually for the baseline-end line assessment.

d. Fundraising – To foray into Institutional partnership which is aligned with KHUSHII’s work.

- Ensuring periodic presentations for the donor partners to keep them updated on the project supported by them
- Assist the Fundraising team in pitching to existing and new partners.
- Taking briefing from CP and donors to create and submit the new proposal within the given timeframe.

e. Stakeholder Engagement-Facilitating stakeholder linkages with regional managers and coordinators. Identifying spaces for advocacy on identified themes and collaborating with stakeholders.

Creating a strong connection with government departments for approvals, and renewals for the projects.

Skills, Qualifications and Expectations:

Qualifications

- Masters in social work/sciences from a reputed institution.
- 10+ years in programme operations and designing in the area of Education, Women Empowerment and mental health
- Sound knowledge of Institutional partnership pitching

Skills

- Analytical bent of mind and creative problem solver
- Highly motivated and a strong leader to anchor regional teams
- Exceptional leadership and interpersonal skills
- The candidate should also have an understanding of research and statistical methodologies
- Excellent communication skills-written and spoken English, spoken Hindi
- Excellent verbal and written communication skills
- In-depth understanding of programme management methods
- In-depth knowledge of key performance indicators and project evaluation methods
- Proficiency in project management software such as MS Project, MS Office and Base Camp
- Ability to create and implement budgets

Salary as per the industry standards.

Interested candidates, please email your CV to hr@khushii.org/ geetanjali.singh@khushii.org