

JOB DESCRIPTION

Position: Manager – *Health*
Reports to: Programs Director
Location: Country Office, Gurgaon
Contract Type: Annually Renewed
Joining Date: Immediately

Position Summary

The Manager – *Health* will provide technical leadership and oversight on organization's Health Programs, Research and M&E strategies and activities. This will include research & analysis; producing reports and visual representations; provision of technical advice; presenting and sharing learnings, conducting Programme Management and Business Development.

The Manager – *Health* will also be responsible for steering the organization health program and oversee and lead the institutional development of organization in health sector. The Manager – *Health* reports to Programs Director, and is responsible for the following:

Program Development and Management:

- Direct the organization Health program by looking into opportunities for various funding in the health sector.
- Ensure that the health Programme are implemented on ground as per the donor's project approval processes
- Coordinate and link with partners, donors, and stakeholders as well as with organization network
- Lead policy dialogue, knowledge exchange and promote operational research and networking.
- Programmatic Coordination and Oversight of health programmes
- Take lead in the proposal development processes when required and manage projects/grants.
- Works and contributes within the organization team structure that guides the formulation and development of the organization program strategy and related project portfolio.
- Take lead in establishing accountability mechanism and ensure Quality control across all the projects.
- Work with Prospect Research to produce sufficient number and quality of prospects; to produce extensive institutional donor profiles; target appropriate ask amounts; and prioritize and evaluate prospects for corporate, foundation, and government grants.
- Develop and prioritize projects and proposals: meet and work with staff to elicit projects and programs that need support; manage monthly meetings to vet projects and programs and set priorities for funding.
- Develop and foster relationships with institutional funders: find personal connections with staff, board, trustees, volunteers & donors that will ensure the attention of institutional funders.
- Write or supervise writing of all proposals, budgets, reports, and other ancillary materials.
- Manage existing grants by: tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations.
- Assist with other fundraising projects as requested.

Monitoring, Evaluation and Research:

- organization Programs monitoring, evaluation, and learning strategies and activities.
- Develop and strengthen monitoring and evaluation procedures and build the capacity of the team.
- Promote operational research initiatives and link with Government, NGO and Civil Society research networks
- Develop, monitors, manages, and evaluates research projects / pilots
- Conduct analysis of program data and respond to program data-related requests from the Management.
- Lead, strategize, conceptualize, design, develop, implement, and continuously improve monitoring and evaluation frameworks and systems.
- Manage monitoring and evaluation and learning frameworks that are tailored to specific initiatives and program models.
- Provide ongoing training and support to project staff to maintain consistent monitoring tools and indicators.
- Supports the project team in coming up with annual, quarterly, and monthly work plans.
- Draft the Development of M&E plan/framework/system for each project in coordination with teams and support in developing survey related tools and methodology and epidemiological analysis.
- Assists in preparing reports, documentation and archiving and managing M&E Data records. Manage the Documentation and Filing system for Programs.
- Undertake Field monitoring for project assessments, surveys, coordinating with all relevant stakeholders
- Support Programs team in developing and writing high quality research papers for publication in reputed National and International journals.

Responsibilities

Programmatic coordination and implementation

- Ensure timely activities are completed as per project plan.
- Coordinate with state project managers for smooth running of the project.
- Work with Field M&E staff for data validation exercise and improving the data quality.
- Timely submission of reports to donor.
- Prepare and review reporting deliverables and manage a communication with field staff, partners.

Identify potential calls

- Keep track of potential calls for proposals.
- Identify donors that may be interested in funding opportunities.
- Ideate on innovative ideas for developing quality concept note and proposals.

Liaison with Health sector

- Liaison with Government officials, private sector for project generation.
- Engage and coordinate with collaborative partnership with Government, NGO and civil society research network.
- Represent organization with various partners, stakeholders, and various partnerships.
- Actively network with all staff to ensure consistency of message and alignment of operations.

Financials oversight of health programs

- Ensure financial and contractual compliance of health project

- Ensure that the project completes the activities as per estimated budget and oversee organization financial performance.
- Align goals and long-term forecasting for cash flow and expenditure

Communication and advocacy

- Communicate regularly with staff to ensure consistency of message and alignment of operations
- Seek opportunity to highlight organization, health initiative at different forum.
- Actively engage with relevant sector and county specific or regional networks and bodies to represent organization.

Project HR Management

- In consultation with Programs Director work with Human Resource Manager for Project staff recruitment with appropriate skills to meet the project needs.
- Coordinate with HR Manager and ensure Project staff have relevant and up-to date job description with clear job responsibilities.
- Monitor project team members performance and provide feedback and appraisal to the Programs Director and HR Manager in order to maximise efficiency.
- Mentor and motivate project team members to ensure positive work environment.
- Plan capacity building of project team members and offer appropriate support and supervision.

Perform other duties as assigned by the supervisors.

Key Competencies

Working with People

Shows respect for the views and contributions of other team members; shows empathy and compassion, listens, supports, and cares for others; consults others and shares information and expertise with them and builds team spirit and reconciles conflict; adapts to the team and fits in well.

Relating and Networking

Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts.

Presenting and Communicating

Speaks clearly and fluently; expresses opinions, information, and key points of an argument clearly.

Planning and Organizing

Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organizes resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

How to apply?

Interested candidates can mail their detailed resume at contact@peopable.co.in (Please mention the position name in Subject)

