

Sr. Manager – Projects

Role Objective:

To lead & support the development of the Content, monitoring & evaluation of the rightful content administration to beneficiaries, while contributing to the Foundation's Research work in order to meet the specified objectives

Responsibilities:

Program Delivery Planning:

- Study the last year's Delivery plan, assess its effectiveness and suggest amendments post Data Analysis, for the current year's plan
- Prepare Plan of Content Flow & Plan of Action of Content Administration for the Online & Offline Training sessions of the PHP Vertical
- Prepare the Weekly, Monthly, Annual Plan of the PHP Vertical along in discussion with the HOD

Program Content Development :

- Develop the Content of the Program
- Identify the material to deliver the program on the field
- Develop tools such Presentations, Videos, Modules & Guidelines to deliver the content

Monitoring & Evaluation :

- Contribute to developing Monitoring Mechanisms (Excel Sheets) & Monitoring Tools (MS Forms , Google Forms, Kobo Toolbox)
- Contribute to Data Cleaning & Analysis of the collated data
- Contribute to Report Writing (Monthly, Half-yearly, Annually)

Research & Conferences:

- Supervise Facilitators / third party field Investigators w.r.t accurate Data Collection
- Research Data Management – clean, analyze, interpret data and write a Report based on each Research study

For Conferences :

- a) Draft Abstracts and submitting for various conferences
- b) Design Posters / Oral Presentations for the selected Abstracts

Proposal Writing for Corporates:

- Draft Proposals to be sent to Corporate for Fund-Raising purpose
- Create the Close ended Budget Plan in alignment for the Proposal

Requirement:

- Graduate degree in medicine, dentistry, AYUSH streams with Masters in public health, health administration etc.
- Experience of working in large scale regional or national level programmes
- Experience of working in school-based programmes will be an added advantage
- Must be able to converse fluently in Hindi, Marathi and English. Ability to write and speak fluent English is a pre-requisite.
- Work experience of 5 to 8 years in development sector, particularly in non-profits or government programmes in health or education will be considered.

Competencies:

- Project Management skills
- Team Management skills
- Analytical Thinking
- Problem Solving ability
- Good Verbal and Written Communication skills
- Innovativeness
- Creative ability
- Creative thinking
- Ability to create Tools for Content Development
- Technological skills