

## Sr. Manager / AGM – Projects

### Role Objective:

To oversee management and execution of preventive health program including supervision, monitoring & evaluation and scale-up.

### Responsibilities:

- Define & Develop Strategies those underpin the groups Program objectives.
- Conduct Research, come up with ideas, develop policies, create detailed plans, build relationships with partner organizations and help the Program team in implementing a range of self-sustaining initiatives.
- Establish Program performance indicators for measuring the effectiveness of Program initiatives based on industry standards.
- Generate Program reports.
- Identify the various Geography locations suitable for Expansion of the Program
- Identifying partner organizations for implementing the Programs.
- Act as a main point of contact with the various partner organizations for projects.
- Engage internal stakeholders & establish a network of Program champions within the organization.
- Develop an effective Program team for delivering various initiatives.
- Responsible for the fiscal integrity of the Foundation, develop and implement annual budgets and monthly financial MIS which reflects the financial health of Foundation.
- Responsible for financial management to ensure operations within budgets and optimize resource utilization ensuring a positive financial position
- Supervise team in fundraising activities of existing program operations and expansion.
- Build and maintain relations with different associations, educational institutions, sponsors, patrons etc.
- Deepen and refine all aspects of communications from web presence to external relations with the goal of creating a stronger brand
- Liaisoning with Government/Corporate/ implementing partners for sustainability and growth
- Responsible for the overall and effective operations of program.
- Lead, coach, develop, evaluate, mentor and retain team.
- Coordinate with all departments of the Foundation.
- Willingness to Travel to various locations

### Requirement:

- Graduate in any field
- Minimum 5 years of Program Head experience in Health programs
- Ability to work independently & collaboratively with internal & external stakeholders
- Excellent written & verbal skills
- Expertise in Program Management

## Competencies:

- Negotiation/Influencing skills
- Persistence & resilience
- Networking & building sustainable relationships
- Presentation Skills
- Creative Thinking
- Communication
- Team Player