

Job Description - Jaldhaara Foundation

Introduction to WHIN	:	Jaldhaara Foundation is a not for profit organisation, incorporated under Section 25 of Indian Companies Act. Jaldhaara designs and implements social programs to change the water and hygiene practices in remote and unaddressed communities of India. Jaldhaara aims to change the behaviour towards the drinking habits of the community and also develops access to safe drinking water to school children and communities at large. Finally the Company plans to empower and employ women to operate as its large field work force.
Position Title	:	Program Manager - Operations & Management
Level	:	L 8
Reports to	:	Head Program cum Policy Development and Quality
Function	:	Program Management
Location	:	Hyderabad

Basic Data	Function description	
	The Project Manager will act as key liaison with the donor, all project partners, and other key stakeholders, building strong relationships, overseeing the implementation of activities including research, communication, advocacy and popular campaigning. She/he will collect and disseminate required information as required, ensuring that all activities are carefully coordinated and monitored on the ground.	
	Contacts of the function	
	External to WHIN NGO's, Government, Non-Government Institutions	Internal to WHIN Marketing, COBU

Roles and Responsibility	Areas of Responsibility		Responsibility (See Legend)
	#	Tasks	
	1	Play a support role in executing the project activities as outlined in the proposal in coordination with the Chief Executive Officer.	Full
	2	Partner with local communities and support partner staff members for effective execution of Project	Full
	3	Create evidence base of the processes, activities, changes and impact of the project interventions on regular basis in coordination with Knowledge Management team of Jaldhaara.	Full
	4	Undertake timely corrective measures to ensure project is implemented as per the agreed timelines and quality standards.	Full
	5	Quality timely compliance on periodic reporting to the state office, donor and local government department.	
	6	Engaging volunteer staff from donor, facilitating donor visits and adhering to the time commitment.	Full

Supervisory Role	Number of Staff Controlled	8 to 10
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Knowledge, Skills and Attitude	Knowledge		Level (See Legend)	Future trend (See Legend)
	1	Functional Knowledge	Expert	=
	2	Technical Knowledge	Expert	=
	3	Process Management	Advanced	>
	Skill			
	1	Analytical Ability	Advanced	>
	2	Leadership skills	Expert	=
	3	Mentoring/Coaching	Expert	=
	4	Time Management	Expert	=
	Attitude			
	1	Commitment	Expert	=
	2	Decisiveness	Expert	=
	3	Accountability	Expert	=

Qualification and Experience	Education: Master in Public Health/Social Work (MSW) or any other relevant Social/Health Science
	Functional Experience : Experience on program management in the NGO sector preferably health and nutrition projects
	Superspeciality : NA
	Other : NA
	Years of Experience : The incumbent should have a minimum of 5 - 6 years of experience of developmental work
Next Level	The incumbent could grow upto the role of Head Program and Policy Development

Legends		
Responsibility	Full	Complete ownership of the task
	Shared	25 - 75% ownership
	Minor	< 25% ownership
Level	Expert	
	Advanced	
	Basic	
Trend	>	Will increase in future
	=	Will remain the same
	<	Will decrease in future