

TERMS OF REFERENCE

MANAGER - PROGRAMME COORDINATION (Two Positions)

Key functions/Responsibilities

- Create effective work planning and management systems to ensure work remains on track and effectively prioritized, including regular strategic reviews of the programme.
- Ensure programme delivery, evaluation and reporting are carried out efficiently, rigorously and transparently in compliance with the programme objectives.
- Provide technical expertise to ensure coordination of project implementation and assessment, including the collection and compilation of relevant project data and information
- Undertake activity monitoring and evaluation and prepare periodic project progress reports
- Facilitate and provide training and other capacity building assistance for partner NGOs including the development of related technical material.
- Implement decisions of senior management from time to time and prepare technical presentations on the project as and when required
- Compile information on best practices from the project in the response to on child labour and trafficking, child sexual abuse and child marriage
- Monitor and report achievement on project milestones and develop and implement technical solutions, as required. Support in designing project evaluation.
- Supervise the activities of Project Officers vis-à-vis the NGO partner engagement on regular basis.
- Oversee implementation of the programme activities through the Project Officers in close coordination with Line Manager.
- Establish strong relations with partner NGOs to influence decisions related to programme activities.
- Ensure all key documents (MoU, Governance Policies, Financial Reports, Narrative Reports, data etc) are filed and updated accordingly
- Work with relevant colleagues to ensure relevant donor requirements are effectively communicated and understood by implementing partners.
- Establish effective communication and networking with partner organizations.
- Any other task as assigned by the Management

Educational Qualification

- Advanced university degree (Master's degree or equivalent) in Law, Social Sciences, Public Administration, Management or any other related field.
- A minimum of 10 years of professional experience in programme and partnership management
- Excellent drafting skills – both English and Hindi or any other languages.

- Excellent knowledge of children related laws.
- Experience working in national and international organizations is highly desirable.

Skills and Competencies

- Strong analytical and problem-solving skills.
- Outstanding networking and relationship building skills.
- Proficient in computer softwares like Excel, office, PowerPoint, etc.
- Excellent written and verbal communications skills.
- Strong interpersonal skills and social values.
- Ability to advocate for children.
- Knowledge of laws and regulations relating to child rights and protection focusing on child labour and trafficking, child sexual abuse and child marriage

Please sent your resume at: contact@pmspl.net.in