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<th><strong>Job Title</strong></th>
<th><strong>Head Program Implementation</strong></th>
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<td><strong>Reports To</strong></td>
<td>Executive Director</td>
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<td><strong>About Yuva Mitra</strong></td>
<td>Yuva Mitra is a social development organization working for rural development in the state of Maharashtra and other states through partner organisation from the last 26 years. We work with a large number of target groups including women, youth, farmers and children focusing on Water Resource Development, Agriculture &amp; Livelihood Development, Institution Building, Skill Development and Health &amp; Malnutrition through people participation.</td>
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<td><strong>Role Overview</strong></td>
<td>Yuva Mitra is seeking a Head Program Implementation in the Development Function to Implement ongoing programs.</td>
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<th><strong>Areas of Responsibilities</strong></th>
<th><strong>Key Activities</strong></th>
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| **Program Implementation** | • As a member of the Senior Management Team, participate in senior management meetings and contribute to the overall development, implementation and review of the different programs being implemented by Yuva Mitra.  
• Maintain positive working relationships with Senior Management team members and ensure there is effective coordination of all activities. |
| **Managing people, capacity building and organisational leadership** | • Manage staff performance and provide regular feedback to staff, including interns and volunteers on their performance.  
• Conduct and document staff annual performance reviews in collaboration with Executive Director and Program Managers.  
• Manage basic HR requirements in accordance with HR policies and procedures.  
• Provide clear direction, guidance, one-to-one support, mentoring and coaching on a consistent basis and as required.  
• Monitor time and task management to ensure staff work/life balance and staff retention  
• Support accountability and communication across relevant departments. |
| **Portfolio Management & Program Implementation** | • Ensure that program implementation teams understand program’s vision and how their work contribute to achieving strategic objectives.  
• Provide strategic and technical leadership in the management of the program portfolio to ensure coordinated implementation, enhanced resource optimization, cross program learning and adaptive management.  
• Keeping abreast of the objectives and status of all projects, ensure that program teams have timely access to the right information, knowledge, tools, and systems to adequately implement activities.  
• Provide the leadership, capacity building and tools to create a culture of program delivery on scope, on budget and on time.  
• Ensure that all programs have and regularly update essential program management tools (Detailed Implementation Plan, Budget Forecast, Procurement Plan, Work Plan, Staffing Plan, etc.)  
• Ensure regular coordination of program, finance and operations key staff for regular program review meetings  
• Ensure that program resources are used efficiently, effectively, and transparently towards meeting desired results |
| Program Performance & Quality | • Ensure that program implementation teams follow the program standards and provide periodic checks.  
• Establishing systems, policies and approaches necessary to ensure tools are in place for effective program management.  
• Engage programs leadership in ongoing context analysis that enables programs and teams to adapt to significant context changes and to work together in a collaborative and impactful manner.  
• Ensure that a comprehensive reporting schedule is maintained and adhered to according to requirements. |
| Team Management | • Create an environment for open dialogues among program colleagues and peers take place in order to discuss relevant issues, solve problems and learn together for the purpose of successfully achieving the main outcomes and impacts of our programs.  
• Ensure appropriate staffing for program management positions.  
• Develop the capacity of the team, ensure program team members have a clear and deep understanding of their roles.  
• Manage performance of program leaders including establishment of clear and measurable objectives, ongoing feedback, periodic reviews, and regular check-ins.  
• Promote accountability, communicate expectations, and provide constructive feedback informally and formally via regular one on ones and performance reviews.  
• Hire, orient and provide mentorship and capacity building to team members as necessary. |
| Monitoring, Evaluation, Research, Learning & Communication | • Support the design of a country-wide Monitoring, Learning and Evaluation system supporting managers and their teams to establish real time information that can steer program implementation and maximize impact at a program and portfolio level to donors, government, colleague agencies, and communities themselves.  
• Support the MEL Manger in promoting and monitor adherence to standards, including the use of standardized indicators, Monitoring and Evaluation (M&E), program and adaptive management approaches.  
• Ensure high quality evaluations are conducted to demonstrate outcomes and impact and accountability mechanisms are in place for all projects with a focus on knowledge management. |
| Requirements | • Minimum of 15+ years’ experience with an NGO/Foundation in a senior role.  
• Excellent writing, reasoning and analytical skills.  
• Capacity building experience including training and skills development  
• Excellent interpersonal, communication and negotiation skills to work effectively in a multi-cultural environment, often at a distance  
• Ability to prioritise own workload and work with minimal supervision  
• Knowledge of Sustainability programs for Corporate Entities will be an added advantage  
• Demonstrated ability to solve range of general problems independently and provide input to complex and sensitive problems;  
• Proficiency in MS-Office required, Excel and other platforms; |
| Compensation | • Salary will commensurate with Experience and Industry Standards. |
| Contact us to Apply | • If you would like to submit, please mail your CV & Cover Letter on admin@yuvamitra.org or manishapote@yuvamitra.org  
• Call us on: Mrs. Manisha Pote - +91 94 239 706 55 / +91 89 758 595 62 (Executive Director) |
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<td>Last Day for Application</td>
<td>5th December 2022</td>
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