

## **Programme Manager**

**Position: Programme Manager** (full time, 6 months' probation period)

**Location:** Wanowrie, Pune (Pune based candidates preferred)

**Starting date:** Immediately

**Experience:** 5 to 7 years

### **About Dignity Foundation:**

Dignity Foundation is a not-for-profit organisation that has been working for senior citizens since 26+ years. It helps them deal with their insecurities (emotional, financial, health and safety) irrespective of their caste, creed and economic strata, enabling them to lead more dignified, secure, and fulfilling lives. Dignity Foundation is headquartered in Mumbai and has Chapters across five other cities – Bengaluru, Chennai, Delhi NCR, Kolkata and Pune.

### **Job Description:**

Candidate would need to have strong programme management and reporting skills and experience managing teams in implementation-based developmental organization/s. The Programme Manager will lead the team to ensure high quality of programme delivery and will be reporting to the Chief Operating Officer.

### **Roles and Responsibilities:**

Take charge of leading the programme implementation, growth and success in Pune, in alignment with the goals and vision of Dignity Foundation. Be a key intermediary between the Head Office and Chapter team to implement strategies and drive results.

- Develop strategies, guidelines, manuals, and procedures for programme implementation.
- Ensure regular contact and dialogues with state government bodies, local communities, relevant organisations and NGOs in order to enhance and maintain good working relationships.
- Lead partnership development and resource mobilization for Pune Chapter.
- Prepare plans, track progress and report achievements of programmes against targets.
- Manage budgets and raise funds whenever needed to support programme costs.
- Present the work of the Chapter before the head office management team and Trustees as and when required.

### **Desired Skills:**

- Fluency in written and spoken English and Marathi.
- Strong time and people management skills.
- Requires minimum supervision.
- Multi-tasking, resourcefulness and initiative-taking. Has a learning attitude.
- Respectful and Empathetic towards senior citizens.
- Willingness to undertake work-related travel within and outside the city, as and when required.
- Previous experience in NGO/programme management and business development roles is highly preferred.

**Education:**

- Master of Social Sciences or other relevant managerial degree with relevant work experience.
- Minimum 5 years of programmatic experience in an NGO or developmental organisation.

**Remuneration: up to INR 40000/- per month**

**Note:** Professionals meeting above requirements and with plans to associate with our NGO for several years, may mail their CV along with a cover letter to [sujay.joshi@dignityfoundation.com](mailto:sujay.joshi@dignityfoundation.com) by 31<sup>st</sup> December 2022 along with the Position applied for in the subject line.

Please include below details in the application: Updated CV/Current Location/Current or Last CTC/Expected CTC/Notice Period & Reason for Change. **Please note CVs sent without Cover Letter will not be considered for this position.**

Due to the high volume of applicant response, not all applicants may receive a response from Dignity Foundation. Regret the inconvenience. Dignity Foundation is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. We always encourage women to apply.