

**Job Title: Program Manager**

**Reports to:** Program Head

**FMCH Vertical Component:** Program Manager, Community Nutrition Initiative Project, Bhiwandi, Thane, Maharashtra

**Position:** Full-time

**Job Summary:**

Program Manager is responsible for effective implementation of organization's Programme in the communities as per FMCH protocols. This position is responsible for planning and executing, monitoring and reporting of the project activities, as well as building networks.

Strengthening referrals, liaising with stakeholders, capacity building of the team and local community stakeholders

**Essential Functions:**

**Network and coordination with implementation partners**

- Establishes a strong referral system with other NGOs, Government and Private organizations, and Implementation partners
- Periodical meetings with stakeholders
- Ensure regular update sharing and report submission

**FMCH Services**

- Allocates resources for all clinics/ Anganwadi centers
- Ensures smooth functioning of all weigh-ins and clinics
- Supervises anthropometric measurements and counselling services
- Ensures all equipment is well maintained, calibrated and in working condition
- Ensures that all follow-ups, home visits are done by the team.
- Ensures that all data is entered in the salesforce
- Organizes weekly case-meetings between nurse, nutritionists and Community organizers.
- Support team in management of critical cases in the community
- Conduct home visits of critical cases from the community

**Community and Outreach activities**

- Assesses the needs of the community to inform FMCH programming
- Understands local health, social and nutrition issues and can articulate them
- Regularly meets with community members and stakeholders to build awareness of FMCH programming and promote access to improved health and nutrition

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- Strives toward maximum participation of community members in FMCH health and nutrition programs
- Supervise and supports during community education initiatives such as Achha Baccha and Pregnancy Club
- Administers activities in the community, such as health camps and health talks, to build awareness about preventative and promotive health
- Ensure community participation and imparting actionable knowledge through Support groups in the community

### **Communication**

- Creates community support for FMCH programming by leveraging knowledge and understanding of the community
- Disseminates FMCH program materials and information on services and educational opportunities
- Provides supervision to Field staff
- Serves as liaison to share information between Program Director, consulting physician, and other team members
- Relays information between CEO, Directors, consulting physicians and team members
- Coordinates staff support and training as needed
- Shares regular updates with communication team for social media and documentation

### **Monitoring and Evaluation**

- Provide effective management support to team in planning, monitoring, evaluation & learning
- Ensure effective technical support to team
- Review and provide critical analysis of team's outputs thereby enhancing team's analytical abilities
- Periodically review and assess team's performance, provide constructive feedback towards team's personal growth and development
- Identify training needs and facilitate competency enhancement of the team
- Monitors Salesforce data and accordingly support the support team towards achieving the objectives
- Oversees the workplans of the team and ensure adherence for effective implementation
- To validate data and accordingly do cross checking home visits
- To monitor and observe home visits and provide valuable feedback

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**Administrative:**

- Documentation and reporting of project activities for donors and other development partners
- Ensure financial monitoring and effective utilization of budget
- Collates key performance data from outreach programs
- Ensures all Program activities are implemented as per plans and are in line with the FMCH policies and protocols
- Maintain files all project documentation (hard & soft copies)
- Attends and participates in staff meetings, review meetings and trainings as scheduled
- Assists with the development of public awareness materials into the local language
- Assists in HR functioning – Documents for new staff, performance review and appraisals of the team, relieving process, monitoring of leaves, work timings, etc
- Address the staff issues arising during routine functioning, apprise the issue to director if required
- Oversee the maintenance of premises and outreach centers and work in close coordination with admin department

**Additional Responsibilities:**

- Stays updated about health and malnutrition in India, including latest trends specialized treatment facilities available at various hospitals and protocols, best practices being developed/practiced globally
- Felicitate trainings for different stakeholders as per need
- Any additional responsibility given by the organization

**Qualifications:**

- At least 5 years in social sector with atleast 3 years of program management
- Masters in Social Work or Public Health required
- Effective communication skills, both verbal and written, in Marathi and English; knowledge of Hindi is a plus
- Community organizing skills
- Strong working knowledge of the identified community(s)
- Able to work collaboratively in a team environment
- Public speaking skills

**Remuneration:** 4.8 LPA CTC (Salary negotiable based on experience)

If you would like to apply for this role, send your CV to [contact@fmch-india.org](mailto:contact@fmch-india.org) keeping [shivaji.c@fmch-india.org](mailto:shivaji.c@fmch-india.org) in CC. Women are highly encouraged to apply for this role.

**Joining Date: 2nd November 2020**

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