



Job Title: Director, Operations

Reports to: CEO

FMCH Vertical Component: Director, Operations

Position: Full-time

Location: Mumbai

Job Summary: Operations Director will contribute towards the strategic planning, program implementation and diversification of the program. They will work closely with CEO and senior management team.

We are looking for someone with:

- Masters in Social Work or Public Health or equivalent degree/relevant work experience (At least 10 years in social sector with at least 6 years of program management of a nutrition/health initiative)
- Experience in running large scale community interventions and managing various stakeholders
- Strong analytical skills
- Good written communication
- Should enjoy working in a fast paced, startup environment
- Willing to travel across Mumbai and Bhiwandi
- Possess high levels of ownership and ability to learn on the go
- Should be able to deal with the uncertainty that comes with solving complex social issues with a strategic, systemic lens
- Knowledge about the first 1000 days preferred, not compulsory.

KEY RESPONSIBILITIES:

Team Alignment activities

- Manage a team of 40+ field workers by empowering the leadership of the Managers
- Implementing through the team practices to ensure maximum participation of community members in FMCH's health and nutrition programs
- Technical support for the team - ensure that project team understands local health, social and nutrition issues and can articulate them
- Ensure that team follows FMCH core values while conducting themselves within the team and with beneficiaries
- Support the managers in ensuring community participation and imparting actionable knowledge through the community officers

Communication

- Regular team meetings to ensure smooth communication at all levels
- Present the field reports to the Board and the Management team every quarter/month
- Interactive with all level of staff including consultants

FMCH India (<http://www.fmch-india.org>) works in economically underprivileged communities to provide full access to Preventative Health and Balanced Nutrition. We dream of a world where the potential of each child is not limited by poor early health or malnutrition.



- Coordinates with training department in conceptualizing trainings as per the need of the staff
- Contribute towards development and revision of the training manuals developed by the organization
- Coordinates with communications department for timely submission of documentations as per the requirement
- Represent FMCH at various forums
- Interacts with external agencies, donors, government agencies

Monitoring and Evaluation

- Review data periodically and utilize the same for conceptualizing programs and also evaluating current interventions
- Provide effective management and technical support to team in programme implementation
- Review and provide critical analysis of team's outputs thereby enhancing team's analytical abilities
- Periodically review and assess team's performance based on data
- Review the reports and documentation of the project
- To validate data and accordingly do cross check and provide feedback

Networking with external agencies

- Identify networking opportunities with external agencies in line with FMCH Mission and Vision
- Establishes partnerships/ referral systems with other NGOs, Government and Private organizations, and Implementation partners
- Periodical meetings with stakeholders for identifying new avenues of partnerships, review of the progress with essential course corrections if needed
- Ensure financial and program implementation as per the objectives of the project and reporting to donors
- Represent the organization at various forums, meetings, conferences

Administrative:

- Timely submission of reports to donors/partners
- Participate in strategic planning and programme planning
- Ensure and oversee HR functioning for the team – documents for new staff, performance review and appraisals of the team, relieving process, monitoring of leaves, work timings, etc.
- Review of key performance data from programs
- Maintain files all project documentation (hard & soft copies)
- Address the staff issues arising during routine functioning, discuss the same with CEO/SMT if needed
- Oversee the admin functions of the team and provide needed support

FMCH India (<http://www.fmch-india.org>) works in economically underprivileged communities to provide full access to Preventative Health and Balanced Nutrition. We dream of a world where the potential of each child is not limited by poor early health or malnutrition.



Additional Responsibilities:

- Participate and contribute to the research, studies undertaken by the organization
- Stays updated about innovations on health and malnutrition issues, 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
- Conceptualize and write proposals for program expansion and diversification
- Any additional responsibility given by the organization

Remuneration: 8.4 – 9.6 LPA CTC (depending on experience)

If you would like to apply for this role, send your CV to contact@fmch-india.org keeping shruthi.iyer@fmch-india.org in CC. Typical recruitment process for this roles takes about 3 weeks. Last date for application: 15th March 2020.