

Position Profile

Lead - Programs

1. Core Purpose

The Lead - Programs is responsible for the development and effective management of programs in line with CBM India's strategy. The candidate is responsible for ensuring that projects and partners adhere to CBM India's program standards and reporting requirements, while also ensuring that CBM India meets its partnership commitments. The position includes developing and evaluating programs to ensure adherence to CBM India's standards and guidelines and maintaining high-quality performance. Additionally, the Lead - Programs supports the resource mobilization department in raising funds.

2. Pre-Requisites

Education qualification and Professional experience

- Master's degree in Special Education/Rehabilitation Science/MSW (Disability Studies), or a related field.
- Diploma in disability management or equivalent.
- Extensive experience in the field of education and rehabilitation, preferably with a focus on specific disability populations.
- Demonstrated leadership skills, including team management and staff development.
- Excellent communication and interpersonal skills to effectively interact with partners and project stakeholders.
- Proficiency in data analysis and reporting to track program effectiveness.
- Ability to work independently and as part of a team in a fast-paced environment.

Knowledge, Skills & Abilities:

- Willingness to commit and abide by CBM India's core values, policies, and guidelines in all aspects of work.
- Flexible approach to work demands.
- Ability to work in teams and collaborate with staff at all levels.
- Willingness to learn, change and adapt.
- Well-organized with the ability to multitask.
- Cultural awareness and sensitivity.
- Good communication skills in English (oral & written).
- Computer literacy with a sound knowledge of Microsoft Office applications such as Word, Excel & PowerPoint.
- Knowledge of disability issues, global developments, and cross-cutting issues.
- Experience in planning, implementation, monitoring, and financial management in the development sector.

Professional Experience

- 4-5 years of working experience in the social development sector.
- 2-3 years of experience in international organizations and multilateral agencies in the disability sector.

3. Main Activities

Partner support

- Develop strong working relationships and knowledge of partner portfolios to identify strengths,

capacities, needs, and potentials.

- Serve as the first point of contact to ensure smooth coordination and communication with partners, programs, and projects.
- Identify needs and support the Line Manager to organize training and capacity building for CBM India partners and programs staff.
- Liaise with CBM India, member associates, project partners, consultants, advisors, and co-workers who are connected to the respective projects under their portfolio in coordination with the Line Manager.
- Solicit partner feedback to improve support.
- Initiate and support the development of innovative projects/programs.
- Ensure partner and project data is in line with data protection rules, and that updated program records are kept.

Project management

Planning, Monitoring & Evaluation

- Ensure adequate documentation of assigned projects.
- Ensure adherence to CBM India standards guidelines and deadlines.
- Plan, initiate, and develop multi-year/annual plans and special initiatives, and monitor and report the implementation with project partners.
- Support cross-cutting initiatives from other departments in discussion with the Line Managers and take forward initiatives as assigned.
- Co-ordinate and provide reports as required on projects for internal and external stakeholders including funders/donors.
- Support the Proposal Hub in developing quality project proposals and budgets for donors.
- Develop and manage program budgets, including staff allocation, resource utilization, and expenditure.
- Monitor program costs and identify areas for cost-efficiency improvements.
- Prepare detailed plans including briefing notes for project visits and PR-related visits.
- Support the fundraising team as required for preparing proposals, donor reports, campaigns, etc.

Additional Responsibilities

- Support the Line Manager in analyzing external trends, challenges, and opportunities relevant to CBM India's disability inclusion focus and/or requiring a programmatic response by CBM India, including disaster vulnerability, and share with internal stakeholders.
- Provide support in planning and organizing workshops/ trainings in a time-bound manner and represent CBM India at conferences, workshops, and seminars when assigned.
- Support during crisis/emergencies/disaster response as deputed.
- Other duties and responsibilities may be assigned by the Director.

The future job holder adheres to CBM India Policies and procedures, commits to CBM India's Child Safeguarding Policy, and Code of Conduct, and follows CBM India's safety & security protocols.

CBM India encourages women and persons with disabilities to explore this important opportunity. To apply, send your resume to jobs@cbmindia.org