

About Dhwani Foundation:

Dhwani Foundation is a Bengaluru based registered trust. Its primary objective is to improve the productivity & efficacy in the social sector, through organizational development programmes, technology enablers, system & process improvement and sectoral strengthening. Log on to www.dhwanifoundation.org for more details.

Currently foundation's work is spread in Karnataka, Tamil Nadu, Odisha and other parts of the country, supporting close to 1500 grassroots NGOs through various initiatives. Dhwani foundation also works with the Government, Donors, NGO Federations, Academia and other stakeholder to promote a vibrant and credible social sector. Dhwani foundation is a team from diverse fields who bring-in interesting dimensions to the development sector.

Position: Sr. Program Manager (Full time)

Location: Based in Andhra Pradesh or Telangana with frequent travels between the locations

Purpose of the Job:

To oversee and manage the successful execution of NGO partnerships, team coordination, adherence to timelines, high-quality programme delivery, active engagements and effective resolution of challenges to achieve Niranthara programme objectives in AP & Telangana.

Key Responsibilities:

- Coordinate the enrollment process for NGOs participating in the program including documentation and administrative aspects
- Collaborate with the Program Head to recruit and assemble an efficient team.
- Provide guidance, support, and supervision to the team to ensure productivity and efficiency.
- Conduct regular team meetings to facilitate communication and task alignment.
- Ensure that each Cohort adheres to predefined timelines for program activities.
- Maintain high-quality standards in program delivery and execution.
- Foster active engagement and participation of partner NGOs in program activities.
- Conduct daily monitoring of all program actions to ensure smooth progress.
- Identify and address any immediate concerns or discrepancies in program operations.
- Address partnership-related issues, program matters, and collaborate with the Program Head to resolve significant threats or challenges affecting the program's success.
- Responsible for managing partnerships, overseeing budgets, and tracking actions pertinent to each Cohort.

Skills & Knowledge:

- Master's Degree in any field
- Prudent programme planning & execution
- Excellent people skills, with ability to collaborate at all levels
- Language skills, English, Telugu and any other south Indian language.
- Must be able to use computer and handle internet, basic Word, Excel, PowerPoint

Salary Offered:

Commensurate with experience

Application Process:

To apply for this position, share your CV with a covering letter to careers@dhwanifoundation.org with "Sr. Programme Manager- Ap & Telangana" as the subject line. Will be helpful if you share a link to your LinkedIn profile.

Only short-listed candidates will be contacted.

