

**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. Our work is spread in Karnataka, Tamil Nadu, Andhra Pradesh, Odisha, Jharkhand and North-East of India, supporting close to 1500 grassroots NGOs through various initiatives. Log on to [www.dhwanifoundation.org](http://www.dhwanifoundation.org) for more details.

**Position** State Head - Andhra & Telengana (Full time)

**Location** Based in Hyderabad with travels across Both states.

**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 Dhwani Foundation objectives in Andhra & 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 Management to resolve significant threats or challenges affecting the program's success.
- Responsible for managing partnerships, overseeing budgets, and tracking actions pertinent to each Cohort.

The job description are dynamic and can change with the organisation structure, policies, requirements, and the changes in the ecosystem in which the organisation operates.

## Experience

At least 15 to 20 years in the social sector particularly with non-profit organizations handling responsibilities of designing, content development and delivering training and workshops. Minimum 5 years of direct work experience with a programme implementing NGO.

## 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, Hindi and any other Northeast languages will be given priority.
- Must be proficient with office collaboration tools

**Salary Offered** Commensurate with experience

## Application Process

To apply for this position, share your CV with a covering letter to **[careers@dhwanifoundation.org](mailto:careers@dhwanifoundation.org)** with **'State Head- Andhra & Telangana'** as the subject line. Mark a copy of the email to **[nikil@dhwanifoundation.org](mailto:nikil@dhwanifoundation.org)**. Will be helpful if you share a link to your LinkedIn.