

## **Position Manager - Program Implementation - Jharkhand**

**About Dhwani Foundation** A Bengaluru based registered trust, our primary objective is to improve productivity and efficacy in the social sector, through Organisational Change Management (OCM) programs, technology enablement, system and process improvement and sectoral strengthening. Our work is across seven states—Karnataka, Tamil Nadu, Andhra Pradesh, Odisha, Jharkhand, Assam and Manipur, reaching close to 2800 grassroots NGOs through various OCM initiatives **Log on to [www.dhwanifoundation.org](http://www.dhwanifoundation.org) for more details.**

**Position** Manager - Program Implementation - Jharkhand (Full time - in Office)

**Location** Based in Ranchi with frequent travels to NGO partner locations at Jharkhand

**Purpose of the Job** To ensure all the knowledge gained by the NGO partners in the training sessions are implemented within the agreed timelines for the successful completion of the Program through guidance, monitoring, and field support to all NGO partners enrolled in the Organisational Change Management (OCM) Programs in the state.

### **Key Responsibilities**

- To gain in-depth knowledge about all subjects of Niranthara by attending trainings, workshops, self-study.
- Develop partners profiles with all data that are required and ensure regular updates of the same.
- Support the pre-induction & pre-onboarding activities of Partner NGOs.
- Be a central hub for all communications, follow ups and co-ordination among all partners in coordination with trainers and other DF members, including logistics management.
- Coach, Guide and Mentor all Compliance & Finance managers, Fundraising managers and leaders through structured calls and field visits to ensure timely implementation of all tasks.
- Build Question & Answer guidebook and keep updating as the queries comes from the field.
- Coordinate with trainers on regular basis to ensure all technical needs of partners are addressed and key questions are escalated.
- Closely work with central M&E team for all assessments and documentations as per the timetable.

- Adopt tools & technology required for the implementation support function to ensure information is organised and readily available for reviews & analysis.
- Keep updated with social sector news & emerging changes
- Provide monthly, quarterly reports, data and all other necessary documentation needed by the management and to any donors as required.
- Lead the enrolment process and ensure eligible NGOs are onboarded into batches as per the targets set by Dhwani
- Contribute to internal team reviews, reflection meetings, and strategic discussions, escalate potential risks and critical challenges ensuring timely resolutions.

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

### Experience

Minimum 5+ years of experience working with NGOs or relevant sectors. Exposure to coaching, mentoring and relationship building will be added advantage.

### Skills & Knowledge

- Should have Graduate/Master's Degree in any stream. Specialisation in any social sciences will be an advantage.
- Knowledge of the social sector and working with NGOs or exposure to relationship management, partnership management.
- Exposure to NGOs Organisation Development (OD) process, people management, communication, problem- solving.
- Multi-lingual with ability to write, read and speak English and Hindi is a must.
- Ability to travel and be away from home for long-term trainings and field visits.

**Salary Offered** Commensurate with experience

### Application Process

To apply for this position, share your CV with a covering letter to **careers@dhwanifoundation.org** with **'Manager - Program Implementation - Jharkhand'** as the subject line. Mark a copy to **anangadev@dhwanifoundation.org**. Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.

**FOR A VIBRANT AND CREDIBLE SOCIAL SECTOR**

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