
Job Description: Program Manager

Muskaan Dreams is a nonprofit, we exist to make government schools future ready by building the capacity of teachers on **Effective use of Technology** which results in improving the teaching & learning experience for the children & teachers, we are closely working with 100+ schools in 3 cities across Madhya Pradesh (Gwalior, Bhopal and Indore)

Job Description: Program Manager

Job Title : Program Manager
Position : Full-time
Experience : 3-5 Years
Location : Indore(M.P), with significant flexibility of WFH while we are in a pandemic.

Job Summary: The Program Manager position in the leadership role offers young, motivated, energetic people the opportunity to be an integral part of Muskaan Dreams work. This person supports the link between the State/Districts and program implementation teams, the central teams.

- Strategize, plan and build execution models for effective project delivery concerning partner &, project needs and impact index.
- Manage and execute operational strategies for various state teams across India for the successful delivery of the project/s
- Drive and lead implementation plans to meet the targets, aligned to the project/s and partner/s organizations
- Build internal capacities among field teams and monitor project delivery
- Work with government stakeholders, MD leadership and Board to create the strategic design of the transformation as per the indicators
- Build relationships within all levels of government around a common vision and set of objectives.
- Define success metrics and growth aspiration for the project and communicate effectively with all stakeholders and team.
- Program tracking and reporting: Planning will need to be followed up with regular tracking of progress against the plan. This will include a special focus on programmatic data and analysis.

Key Responsibilities: Complete Ownership of Program and Impact

1. Ensuring Quality of Programs/Projects

- Provide strategic and clear direction/guidance in planning and budgeting of programs under the guidelines, framework, policies and strategic plan in the field.
- Provide strategic guidance to effective and result oriented programs in collaboration with the government for immediate and long-lasting changes in the lives of children and Teachers.

2. Project Implementation

- Develop Monthly, Quarterly and Annual work plan and ensure the implementation as per the PMS plan
- Ensure adequate managerial and technical support to the team.
- Oversee the data collection related to programmatic intervention areas as set by the team.

3. Project Review & Monitoring

- Conduct regular field visits with appropriate tools and checklists, including discussions with beneficiaries on program effectiveness, and feedback on improvements
- Conduct regular (monthly) analysis of program implementation, and monitor to identify strengths and weaknesses of the project and share the team for appropriate action.
- Conduct the Projects review of progress made by the team on a monthly /quarterly basis and identifies the areas where they need to improve in terms of capacity building and help them to make necessary changes in their original plans if required
- Ensure that high-quality reports are submitted on time to the partners and government.
- Comply with all relevant policies and procedures concerning child protection, health and safety, equal opportunities and other relevant policies for our stakeholders and team.

4. Capacity Development of Team

- Hiring, lead, manage the team and make sure they have clear objectives, results and work plans and receive meaningful feedback on their performance regularly regarding projects
- Lead on capacity building of team through coaching, mentoring and training
- Design and develop training manuals and facilitate in building capacity of the team, and stakeholders to ensure effective implementation of different activities by them on the ground, (workshops, meetings and seminars).

5. Coordination, Collaboration and Networking

- Coordinate and communicate with the State/district/block level govt. officers of education dept. regularly and establish a close working relationship
- Coordinate and communicate with the School staffs (Principal, Teachers) regularly and establish a close working relationship with them
- In coordination with Leaders and Project teams - represent Muskaan Dreams at State and district levels, when and if required.

Skills and Behaviour

1. Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and practising our values
- Holds the projects team accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

2. Ambition:

- Sets ambitious and challenging goals for themselves and their team takes responsibility for their personal development and encourages others to do the same
- Widely shares their vision for Muskaan Dreams, engages and motivates others
- Future orientated things strategically.

3. Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Approachable, good listener, easy to talk to, Open for ideas.
- Honest, encourages openness and transparency.

4. Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.
- Presentation & report writing skill

5. Technology:

- Web and Application based digital training skill
- Support Partnership Team Management.
- Digital training (Create/review/Approve the training)
- Training management o Designing skill
- Training Facilitation Skills
- Expert in MS Office
- Data analysis
- Data interpretation

Education Qualification:

1. Post-graduate with 5+ years of experience would be preferred.
2. Excellent communication and documentation skills in English.
3. Readiness to travel extensively, mostly to remote, rural locations
4. Effective leadership skills and a problem-solving ability
5. Passion to make a change

Key Expectations:

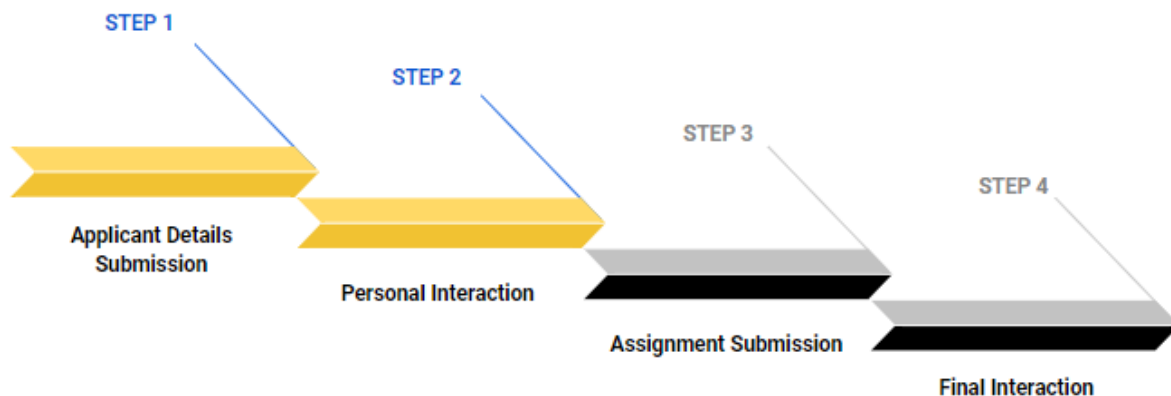
- Outcome driven work
- Regular meetings with stakeholders & project team to ensure smooth work at all levels.
- Complete ownership of work

Travel Requirement: Willingness to travel up to 60% to 70% of the time at the State/District/Schools in programme geographies as required

Salary: Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

How to Apply: If you would like to apply for this role, send your cv to info@muskaandreams.org

Process:



A typical recruitment process for these roles takes about 30-45 days, we'll keep you updated about the progress through email.

For queries: +91 9754175881 (use WhatsApp) or info@muskaandreams.org

“Only Apply if you love meeting people and love teamwork, you want to be part of an exciting roller coaster ride, you are crazy enough to still apply.”