

Programme Manager

Location: New Delhi

Status: Full-time

Deadline: 7th October 2018

About Accountability Initiative

Accountability Initiative (AI) at the Centre for Policy Research is a research driven non-profit that advances transparent governance, and accountable policy implementation which can serve people's needs. We identify and analyse the reasons that work against efficient public services delivery in India. We provide the evidence to policymakers and implementers to enable decision making that is responsive to the ground reality. We believe that accountability of the administrative machinery to the people forms the bedrock of good governance, which lies at the heart of all our efforts.

Accountability Initiative currently has operations and staff in 5 Indian states (Bihar, Rajasthan, Himachal Pradesh, Maharashtra and Madhya Pradesh). In addition, it also has projects currently in Karnataka, Kerala, Odisha, and Uttar Pradesh.

Job Description

The position involves managing the operationalisation of AI's work across different areas (research, communications and learning and development). The Programme Manager will be responsible for working with the Director on overall management of teams based in the Delhi office as well as the field teams working in different states where projects may be running. The work will also require co-ordinating with clients as well as external partners such as various government officials, multilateral agencies etc.

Key Tasks and Responsibilities

<p>Programme Coordination</p>	<ol style="list-style-type: none"> 1. Engagement with Research Team: Working with the research team members in gaining access to information from the states on critical policy changes and decisions for shaping the current and prospective research designs. 2. Coordinating, monitoring and supervising implementation of AI projects across all activities: communications, learning and development and research across states where AI is working. 3. Team Management: Manage the field team based out of 5 states remotely on daily/weekly basis, define individual work plan and ensure the team is meeting the quarterly/annual targets. 4. Engagement with Communications team: <ol style="list-style-type: none"> a. Working with the communications team to develop dissemination and advocacy strategies in the state. b. Coordinating the roll out of activities as per strategies prepared by the communications team and overall supervision of the dissemination work at state, district and block levels. 5. Engagement with Learning and Development team: Assisting the Learning and Development team in managing operationalisation of the learning and development work in the states.
<p>Networking</p>	<ol style="list-style-type: none"> 1. Networking with key government and non-government stakeholders in the states for establishing strategic partnerships for AI's research, communication, dissemination, external facing capacity building work and solution-oriented pilot programmes in those states.
<p>HR Management</p>	<ol style="list-style-type: none"> 2. Recruitment: Assisting various teams with recruitment. Coordinating all recruitment related activities from advertising, interviews to drawing final contracts. 3. Supervising induction process at AI.

	<ol style="list-style-type: none"> 4. Appraisals: Ensuring timely and fair execution of appraisals. This includes drafting/updating appraisal policy; 5. Managing and maintaining work culture; 6. Payroll management.
Donor Management	<ol style="list-style-type: none"> 1. Working with the Director and Administrative Associate in preparing statements of accounts to be submitted to the donors as per their requirements. 2. Assisting the Director in drafting project budgets to be submitted to the prospective donors. 3. Assisting the Director in preparing AI's annual budget. 4. Preparation of AI's monthly and annual statements of expenditure along with Administrative Associate. 5. Coordinating with the CPR Accounts Department for accounts related issues along with Administrative Associate.

Competencies

Area	Mandatory	Desirable
Education and work	Minimum Master's degree At least 5-10 years of work experience managing large teams Prior experience of stakeholder and donor management	A degree in the field of social sector or development management or another relevant field preferred
Project Management	Strong project management skills. Team management Demonstrated ability of complex problem solving	Strong communication skills Strong report-writing and presentation skills
Stakeholder Management	Past experience of working with governments and managing external stakeholders	Existing networks with state officials
Languages	Complete Fluency in both written and verbal Hindi and English	Working knowledge of other Indian languages
Public policy	In-depth knowledge of Indian governance structures	Domain knowledge in the social sector and policy space

Desired Qualities:

1. Entrepreneurial mindset and a can-do attitude (having a strong bent towards action)
2. Operational style suited to working in a small organization where teamwork, resourcefulness and entrepreneurial spirit is highly valued
3. Intent and drive to make large-scale impact
4. Clarity of purpose and intent of working in the public finance space
5. Attention to detail and diligence

Application should include

1. CV [Maximum 2 pages]
2. Write a **1-page cover letter** stating *why you would be a great fit for this role, explain how your background/skills can be applied and intent to join Accountability Initiative*
3. Share your current and expected CTC
4. Mention the current location and notice period
5. 2 references (preferably one professional and one academic)
6. LinkedIn profile

Last date of application: 7th October 2018

Note: Each document should be included as a separate attachment to the email info@accountabilityindia.org with your name clearly mentioned in the file name as well as the content of the file.

Incomplete applications will not be accepted and only selected candidates will be informed.

Please provide at least 3 weeks after the close of the application date for intimation.