

Position: Programme Manager

Major Roles and Responsibilities:

I. Coordination with the network of voluntary organizations (National Election Watch):

1. Support and guide preparation of plans and budgets from the state chapters of the National Election Watch. These can be plans for election relation campaigns (aimed at voter mobilization and building public opinion on issues of crime and money in elections or event specific)
2. Ensure reports and other required documents from the states are sent to ADR post every Campaign/event
3. Coordinate between the State Chapters and the various teams in ADR to ensure reports, data and other required support reaches the states whenever required
4. Ensure that state chapters remain active beyond the election phase on issues related to electoral and political reform
5. Identify and highlight best practices in the states (in collaboration with the Communications Team)
6. Work towards increasing greater synergy within NEW and between the efforts of the individual states in the National Election Watch (NEW) network and ADR (team and Trustees)

II. Planning and Budgeting:

1. Coordination with the various teams within ADR and the NEW chapters to plan and draft the quarterly and annual plans and budgets
2. Monitor organizational expenditure in accordance with the plans/budgets and in consultation with the Accounts and Admin Department on a quarterly basis

III. Donor relations:

1. Ensure regular submission of reports, work plans and other documents as per requirements to institutional and individual donors
2. Ensure institutional and individual donors are adequately informed about the organization's programmes, performance and achievements and that their queries are resolved on priority
3. Prepare project proposals and budgets for new donors whenever required

IV. Miscellaneous:

1. The candidate may be required to represent the organization in various external fora.
2. The candidate may be required to liaise with governmental and non-governmental bodies outside the NEW network
3. The candidate will be required to support other organizational efforts in collaboration with different teams especially during various organizational events which are implemented jointly by all teams

Reporting to:

The Program Manager will report directly to the Head of the organization

Required experience:

6 – 10 years

Required competencies:

1. Driven and motivated: the candidate will be required to understand the organization and its focus areas in depth and help the team and partners reflect the same in their efforts
2. Experience in programme management (including planning and budgeting)
3. Experience in donor management (preferred)
4. Understanding and experience of the non-profit sector in the country
5. Excellent people skills as he/she will be required to liaise and coordinate with varied individuals and institutions
6. Team player with good coordination capacities to work in alignment with different teams within the organization and with various organizations in the NEW network
7. Multi-tasker
8. Flexible/Adaptable