

Company Background - Apnalaya (registered in 1973) works with the Urban Poor - Enabling Access to basic services, healthcare, education and livelihoods empowering them to help themselves and ensuring provision of civic entitlements through advocacy with the Government.

Website: <https://apnalaya.org>

LinkedIn: <https://www.linkedin.com/in/apnalaya-india-446272135/>

Programme Manager - Health Programme

JOB RESPONSIBILITIES

Management of the Programme

1. Managing the Programme, ensuring its delivery, timelines and quality, and monitoring the work of the staff on a weekly basis
2. Ensuring regular documentation, data collection, data entry and periodic data analysis for monitoring and evaluation of all interventions (Maternal Neonatal Child Health and Nutrition) Complete all risk assessments prior to delivery of all programmes, including assessments on safeguarding, health and safety, data protection and quality of programme

Networking and Advocacy

1. Assist the Senior Programme Manager in building relationship with government officials to effectively utilize government run schemes including those under Municipal Corporation of Greater Mumbai (MCGM), Integrated Child Development Scheme (ICDS), Sarva Shiksha Abhiyan (SSA), Child Welfare Committee (CWC) for special school in Shivaji Nagar
2. Help the Senior Manager in developing and managing partnership with government bodies/departments, NGOs and other stake holders; maintain updated data-sheet of all the Networking and Advocacy partnerships
3. Engage and manage the relationship with all programme delivery stakeholders and volunteers, ensuring high quality of communication
4. Facilitate field/programme visits by donors, media, or any other stake holders

Team Management

1. Help team in identifying capacity building needs, develop and facilitate relevant interventions/training for fellow team members and prepare reports on the processes undertaken
2. Review and provide guidance, mentor and support the staff on their work and their interactions with stakeholders in accordance with organizational goals
3. All HR and administration related issues to be monitored by the Programme Manager and reported to the Senior Program Manager or the Programme Head on a regular basis
4. Ensure all internal communication requirements relevant to the role are met.

Budgetary Responsibilities

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1. Help Senior Manager and Head develop the yearly budget
2. Manage monthly budget that includes: monthly projections and monitoring of expenses, reconciliations, observing due-diligence in compliance with Organizational norms

Organizational Responsibilities

1. Contribute to and participate in organizational initiatives as decided upon by the Organization
2. Periodically share reports, stories of success and challenges with the Communications, M&E and Fund Raising Committee
3. Contribute to social media as directed by the Communications Manager
4. Help in planning and organizing events for the organization as required
5. Abide by all organizational policies, codes of conduct and practice
6. Be a role model for the staff; support diversity and equality of opportunity in the workplace

Qualification and Skills

- A Master's Degree in Social Work, preferably Health management, with a minimum 5 years' experience in working with resource-poor urban communities
- Proficiency in English, with excellent writing skills and proficiency in spoken Hindi
- Computer proficiency in MS-Office
- Basic knowledge of research tools

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Communication Line

The Manager reports to the Senior Programme Manager

[Send your application to:arpita@apnalaya.org](mailto:arpita@apnalaya.org)

Please mention the position name in the mail subject line.