

Role Profile: Program Director

Main Purpose of Role: To provide strategic guidance to CYSD Programmes (Elementary Education, Participatory Governance, Rural Livelihood, Disaster Management) ensuring programmatic outcomes in reference to organization Values, Mission and Goals.

S/he shall be responsible to promote a culture within CYSD that fosters a supportive environment for creative learning, synergistic actions, innovations, experimentation of ideas, decentralised decision-making and professional growth of members of the staff.

Details

Strategic Planning & Programme Management

- Supervise preparation and implementation of operational plans in alignment with CYSD strategic plan for all forms of intervention: direct projects, partner projects, research, networking and advocacy assignments.
- Prepare annual action plan. Co-ordinate the execution of these annual plans through different theme anchors and key stakeholders-Community, PRIs, Line Departments and Resource Agencies.
- Liaise with all theme leaders to ensure overall consistencies, synergies and quality in programmes

Leadership and Staff development:

- Promote an enabling environment for the staff to accomplish goals at various levels: CYSD, Theme, Project /Unit and individual
- Define and communicate standards of performance to employees and assist them in achieving these standards.
- Handle staff grievances and discipline issues
- Lead, guide and manage the Program team both at field & central level. Create opportunities for professional growth and personal development of staff. Define clear set of goals for individual staff and manage their performance by conducting annual reviews, providing guidance in career planning and identifying training needs with support from HR.

Administration, coordination and compliance

- Produce and develop reports, proposals and impact assessments in coordination with the Monitoring and Evaluation team
- Responsible for the preparation, finalization and dissemination of documents & presentations related to projects & donor requirements.
- Responsible for ensuring accountability in the programmes and play a lead role to refine, reorganize, modify and strengthen programme's quality standards and guidelines.
- Work closely with support functions (finance, administration, HR) as well as M&E to ensure programmes are supported and implemented according to approved budget and operational plan

Financial Management:

- Plan timely allocation of Programme resources and budget
- Monitor quality and efficiency in expenditure and utilization of funds in stipulated timeframes.
- Support and oversee the project budget preparation (with project staff), monitors expenditure against budget, interpret budget monitoring report for managers and identify appropriate action.

Networking and Learning

- Represent CYSD at State and National level seminar, workshops and coclaves.
- Cultivate and manage strategic relationships and collaboration with wider development community including Donors, the Government, National and International partner NGOs, media & other stakeholders.

	PERSON SPECIFICATION	E*	D*
Education Qualifications	<p>The ideal candidate will be a Post Graduate in Social Sciences/Social Work/Education/Management from a reputed university/Institution with adequate experience in civil society work related to elementary education; rights based development and poverty alleviation.</p> <p>Excellent understanding of the current social issues at local, state and national levels</p> <p>A Doctoral degree from a reputed university</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
Experience	<p>Minimum 10 years project management experience in a reputed NGO preferably having diverse programme portfolio like CYSD or</p> <p>Minimum 15 years project management in other sectors</p> <p>Advanced IT skills, at least Microsoft Office Word, Excel and Access</p> <p>Exposure in tribal development project</p> <p>Exposure in research and advocacy work</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
Competences	<p>Excellent leadership and communication skills</p> <p>Ability to lead theme teams ensuring effective inter-thematic coordination and team work</p> <p>Good presentation skills</p> <p>Ability to meet deadlines and performance standards</p> <p>Excellent written and spoken English and Oriya</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
Personal Qualities	<p>Ability to cope with demand for strategic guidance and support from theme teams</p> <p>Ability to effectively organise and prioritise a large workload for self and others</p> <p>Sincere attention to details</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Other Information Relevant To The Post	<p>Travel to different places in the CYSD project areas and country</p> <p>Visits to other countries</p>	<p>✓</p>	<p>✓</p>

*E – Essential Attributes

*D – Desirable Attributes