



HoD-Program Sustainable Development

Job Title	HoD-Program Sustainable Development	Department	Program Implementation
Reporting to	Executive Director	Location	Varanasi
Background	<p>Organization Background: The Jan Vikas Samiti (JVS) was established in 1996 and registered under Societies Registration Act 1860. Since its inception JVS has been working for the integral development of the marginalized and underprivileged sections of the society, particularly of women, children, scheduled caste, scheduled tribe and persons with disabilities. Currently, JVS is directly implementing programs on Women Empowerment, Community Health, Rehabilitation of Children and Youngsters with Disabilities, WASH, Livelihood promotion for Women, Skill Training for Youth etc. Over the years, JVS has been engaged in creating an inclusive environment and social and economic development of the disadvantaged people by enabling them to have access to education, employment and equal rights. We promote people's bargaining power and active participation and decision making in social, political and economic life of the society. Access to livelihood and employment is essential not only to end the cycle of poverty, but also to create a barrier free society. In fulfilment of this, JVS promotes and conducts skills development trainings to help youngsters, especially with a disability to get equipped for available jobs in the market, which gives them dignity and respect in the society.</p>		
Job Aims	<p>We're currently searching for an experienced HoD-Program Sustainable Development to join our ranks and continue our tradition of success. The ideal candidate will have a sharp social business mind and a proven ability to strategize and implement high-level program initiatives in Uttar Pradesh. As a natural born leader, you will have a strong talent for project coordination and delegation. Ultimately, you are motivated by the desire to optimize productivity and nurture program success from inception to completion.</p>		

Responsibilities:

- Strategize, implement, and maintain program initiatives that adhere to organizational objectives.
- Develop program assessment protocols for evaluation and improvement.
- Maintain organizational standards of satisfaction, quality, and performance.
- Oversee multiple project teams, ensuring program goals are reached.
- Manage budget and funding channels for maximum productivity along with the HoD Finance & HoD Program Development.
- Adhere to the protocol of Human Resources Management.
- Reports & updates about the programs/project to Executive Director and Program Management Team (PMT).



- Work closely with project sponsor, cross-functional teams, and assigned project managers/officer/coordinators/supervisors & field staff to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives.
- Manage program and project teams for optimal return-on-investment, and coordinate and delegate cross-project initiatives.
- Identify key requirements needed from cross-functional teams and external vendors.
- Develop and manage budget for projects and be accountable for delivering against established business goals/objectives of the development projects in Varanasi and in other districts of Uttar Pradesh.
- Work with other program managers/officer/coordinators/supervisors & field staff to identify risks and opportunities across multiple projects within the department.
- Analyze, evaluate, and overcome program risks, and produce program reports for management, funding agencies and stakeholders.

General Responsibilities:

- Whenever possible undertake exciting and interesting initiatives to complement the impact of the project and programme.
- Ensure that the work is carried out at all times with the utmost of privacy and confidentiality in accordance with the terms and conditions of employment.
- Represent Jan Vikas Samiti at meetings with partner organizations and other agencies.
- Commit to promoting equality in terms of race, gender, culture, sexual orientation, and disability.
- Undertake any other work that is requested for on-going Jan Vikas Samiti projects and programmes during the employment with Jan Vikas Samiti and which the management team deems that the officer has the skills to support and/or contribute to for the further development of the project or programmes of the organization.

Person specification:

- A female candidate having Master's degree in Business Administration/ Social work or related field
- Minimum 5+ years in an advanced management role (preference given to those with program management experience)
- Exceptional leadership, time management, facilitation, and organizational skills
- Working knowledge of livelihood projects/initiatives, thematic based projects & programmes, Cooperative Management, E-commerce & social marketing, etc.
- Outstanding working knowledge of change management principles and performance evaluation processes.
- Previous stakeholders' management skills, CRM and proven proposal writing skills/experiences.
- Good computer skills in Microsoft office, internet etc.
- Strong written and oral communication skills in English and Hindi languages.
- Good reporting skills in English and Hindi languages.
- Ready to travel domestically as and when required.
- Knowledge of various national policies and legislations concerning women, children, persons with disabilities and other marginalized communities.

Job Offer:



- Full-time: 8 hours a day
- Salary scale: INR 6,00,000.00 CTC (per annum).
- Contract duration: 1-year contract with the intention of extension
- Location: Head Office in Murdaha, Varanasi, U.P

How to apply

To apply for the post, please send a letter of application stating your motivation and the skills that you would bring to this specific post along with your resume/CV by email to hr@janvikassamiti.org

To be considered, applications must be received on or before June 20, 2023