

**Job Title** : Programme Manager  
**Reporting To** : Sr. Programme Manager  
**No. Of Vacancies** : 1  
**Location** : Delhi

Railway Children India (RCI) is a section 8 company registered under the Companies Act 2013 (earlier section 25) in India, working for bringing sustainable changes in the lives of children living alone or at risk on the streets.

RCI endeavours to ensure that each child living or passing through the railway stations that our organisation works with, is offered a comprehensive recovery and reintegration programme which is rights based and ensures safety, well-being and permanence.

### **Job Purpose**

The position is expected to manage 4 Projects ( 3 partnerships being distantly located and 1 direct implementation project) and is responsible for the efficient implementation and management of station/community/source level work at these 4 Project locations. And in the process ensuring that each and every station/community/source level work is implemented with high and consistent quality.

### **Key Responsibilities**

#### **Partnership Management**

- Identify new potential partnerships, conduct due diligence of the organisation and recommend organisations for partnerships.
- Coordinate baseline assessments, process documentation and reviews and evaluations.
- Work on renewal/discontinuation of existing partnership based on the organisational Decision/strategy.
- Ensuring constructive relationship with partners.
- Support and provide adequate information to Railway Children India's Programme strategy.

#### **Direct Implementation and Co-implementation**

- Responsible for the efficient implementation and management of station/community/source level work at 4 Project locations: Delhi (Direct Implementation), Ghaziabad, Dadar and Bhuvneshwar (Partners)
- Ensure that respective Partner(s) is adequately supported in managing the station/community/source level work through quarterly programme visits, feedback and provide support to partner(s) towards managing the crisis.
- Identify the training needs of partner NGOs and ensure it's execution in coordination with Training unit/ external agencies to address the same.
- Ensure the RCI's Direct Implementation Programme at the Delhi Sarairohilla (DSR) railway station is implemented in adherence to RCI's quality standards.
- Ensure that the Project manager and the field team are adequately supported on day-to-day basis for efficient implementation of work at Delhi Sarai Rohilla (DSR), the Direct Implementation Project.

### **Financial Management**

- Lead the process of annual action plan and budget preparation in consultation with NGO partners.
- Manage programme budget, ensure timely fund transfer, track utilisation and approve expenditure in coordination with Senior Programme Manager.

### **Stakeholder Management/Networking**

- Liaison and Networking with state agencies, other NGOs working on similar issues and other relevant stakeholders—to leverage support for station/community/source level work .

### **Documentation, MIS Management & Reporting**

- Ensure that partners submit all required documents as a part of partnership process - annual reports, audit reports, IT returns and FC returns.
- Receive and ensure quality reports (narrative, data,finance,MIS) from partners on weekly/monthly basis.
- Receive daily updates with project team and receiving daily updates, key concerns to be immediately addressed.

### **Donor's Management & Reporting**

- Facilitate visits of donors, consultants, Volunteers etc.
- Prepare Monthly/ quarterly/bi annual/ annual reports for donors.

### **Child Safeguarding**

- Support the SPM in strengthening the organizational systems and practices at partner NGO level, with special reference to child safeguarding and financial management policy.
- Any other task as required by the organisation.

### **Expected competencies:**

- Post-graduate degree in Social Work/Social Sciences/Social studies or equivalent is essential.
- 8-10 years of relevant professional experience
- Proficiency in all applications of MS Office, especially Word and Excel
- Proficiency in English, Hindi and preferably any other regional language/s
- Proven ability to be flexible in a team-oriented approach with diverse groups of people
- Excellent analytical skills and having an eye for details
- Knowledge of issues pertaining to children living in difficult circumstances.
- Project designing, planning, management and evaluation.
- Strong strategic, analytical, project management and document skills
- Willingness to travel up to 10 days a month
- Sound understanding of results-based management approach to programme planning, budgeting, review and monitoring systems is desirable
- Knowledge of Juvenile Justice Act and its implementation status in India and relevant other legislations/schemes/policies related to child rights protection in India
- Good understanding about the various responses that civil society as well as Government have initiated in the past and currently to address the issues of children.
- Ability to provide constructive feedback and openness to receiving feedback, with the purpose of collective improvement
- Decision-making and problem-solving skills
- Excellent planning, leadership, interpersonal, collaboration, team management skills

- Knowledge of organisational issues and working practices of NGOs, international funding agencies and government departments.

**Expected attitude:**

- Alignment with core organisational values of bravery, integrity, innovation and effectiveness.
- Conduct yourself in accordance with the rules of 'Code of Conduct Policy' and 'Child Safeguarding Policy' in your Professional and Personal life-which includes reporting suspicions of child abuse or any breach of these policies
- Flexible with sense of balance and ability to work under pressure.
- Dynamic and proactive with a 'do what it takes' attitude for the cause.
- Commitment towards working on the cause of children in difficult circumstances.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

**Compensation offered:**

The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

**Job Reference:**

'Programme Manager-Delhi\_RCI'

**To Apply:**

The eligible candidates may send their application along with a cover letter at [careers.india@railwaychildren.org.in](mailto:careers.india@railwaychildren.org.in) by **May 15<sup>th</sup>, 2021**. Please mention 'job reference' in subject line of application. Applications received without correct subject line will not be reviewed.

'At Railway Children India we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children are recruited. This post is subject to a range of vetting checks including police verification.'

Due to the high volume of applications often received, only those found suitable for the role will be contacted.