

## **ASSOCIATE PROGRAM DIRECTOR - PVWC Strategy & Implementation**

### **Job Purpose**

Taking a senior role in the Program, the Associate Program Director provides operational leadership in the programmatic and administrative realms. Specific areas of responsibility include programmatic leadership and development, program implementation, as well as financial, administrative and human resource development oversight. The incumbent also contributes to SNEHA-level operations and development of the organization's vision and achievement of its goals. The assistant director should possess in depth understanding of Gender based violence and mental health related work and should have experience of working with various government systems. The Associate Program Director reports to the Program Director, and maintains day-to-day contact with all his/her team members i.e., coordinators, officers, community workers and administrative staff.

### **Location**

Dharavi and Govandi

### **Key Tasks**

- Programmatic Leadership and Development (10% of Full- time equivalent (FTE) of the salary)
- Implement program priorities and provide the necessary infrastructure to support the realization of the program's goals
- Facilitate program processes for strategic planning, budgeting, implementation, evaluation, employee development and organizational learning
- Integrating and leveraging opportunities across the organization to deliver program effectiveness
- Supporting the Program Director to implement, monitor and evaluate strategic plans and systems
- Writing grant proposals and program reports subject to the need of the project
- Communicate with funders as required
- Program Implementation (60% of Full- time equivalent (FTE) of the salary)
- The program includes work in two sites of Mumbai (Dharavi and Govandi) and four public hospitals:
  - Counselling centres
  - Primary prevention work through community mobilisation
  - Work with public systems (Health, Police and Legal)

Responsibilities include:

#### **Counselling centres**

- Ensuring smooth running of the counselling centres in Dharavi, Govandi and the four public hospitals
- Assisting the program coordinators with planning and organisation of counsellor's work to achieve the targets of the program
- Ensuring that the coordinators and counsellors follow up counselling and case follow-up as per the protocols laid down
- Assisting coordinators and counsellors in crisis situations
- Primary prevention work in the community
- Assisting the program coordinators in networking with the various systems/stakeholders in the community and implementation of the project
- Guiding the team to carry out community interventions and response to violence against women and children
- Ensuring smooth running of the systems and mechanisms that have been developed to evaluate the work carried out in the community

#### **Work with systems (Health, Police and Legal)**

- Supporting the program coordinators in planning and organizing trainings for police, health care providers and larger events
- Ensuring the protocols for responding to violence against women and children are developed, finalized and implemented for public health systems and police
- Ensuring data is managed and entered by the team for analysis



- Working on an advocacy plan to institutionalise hospital-based counselling centres
- Strengthening the partnership with state machinery to bring violence on the public systems agenda

Finance, Human Resources & Administration (30% of Full-time equivalent (FTE) of the salary)

- Ensuring sound procedures for fiscal control, risk management, contract and legal compliance
- Ensuring project budgets/timelines are met
- Overseeing cash management and financial reporting to the Program Director and Finance Director
- Daily supervision of all Program Coordinators for effective implementation
- Ensuring staff are trained for their roles as well as ensuring personal development

Shared Responsibilities of all Senior Team Members:

- Participate in team planning processes
- Participate in team recruitment and evaluation processes
- Contribute to organizational and strategic planning processes

### **Management Responsibility**

- Making regular field visits to the various project sites
- Making regular visits to the public hospitals to create a larger network of core committee members
- Visits to community centres and overseeing field implementation
- Conduct regular meetings with the teams to plan the work and discuss strategies for engagement of all stakeholders in the program
- Assisting the Program Director in overall management of the projects
- Co-coordinating monthly meetings with the Program Co-ordinators and the Program Director to assess the progress of the projects
- Ensuring program and project policies and strategies are implemented
- Ensuring activities and reports are written, edited and delivered as proposed
- Strong implementation skills and ensuring results within timelines and budgets
- Effective team management
- Effective delegation - setting clear expectations, tracking progress and communicating information people need on their jobs

### **Personal Attributes**

- Strong strategic and implementation skills
- Excellent communication and networking skills
- Passion for the non-profit's mission
- Strong people management skills for internal and external interface
- Ability to manage partnerships and collaborations

### **Desirable Skills for this Role**

- Achievement mind set and an eagerness to take initiative
- Ability to manage change and diversity
- Enthusiasm for community engagement and system strengthening

### **Qualification & Experience**

- Master's Degree (Social Work/Allied) or higher
- At least 10-15 years' of implementation experience
- Preferred prior experience of having worked on issues in the relevant area

Applications to be sent via email to [sejal.kandalgaonkar@snehamumbai.org](mailto:sejal.kandalgaonkar@snehamumbai.org) with Subject line: "ASSOCIATE PROGRAM DIRECTOR"