

Foundation for Social Transformation is looking for a **Program Lead** who has the experience of working with grassroots organizations in the north east region.

Duty Station- Guwahati

Reporting To – Executive Director

1. Purpose:

Programme Lead is a key position and works very closely with the ED in delivering change in the organisation.

- The position is key to ensuring the integrity and coherence of the programmes.
- The position ensures and takes the lead in envisioning programmes for the organisation.
- Develop program assessment protocols for evaluation and improvement
- Keep track of the changing scenario in the development sector in the country and world.

2. Responsibilities:

a. Take the lead in envisioning and developing programmes for the organisation

- Lead on the development of programme ideas into quality grant proposals through a community-based, participatory approach
- Ensure appropriate direction on the strategies of the programmes
- Provide leadership in the development of strategic plans and budgets for all programs
- Provide leadership to the Programme Team towards achieving the objectives of the organisation
- Ensure programme activities are grounded, strongly interlinked, and consolidated in line with the strategic plan.

b. Manage program and project teams for optimal return on investment

- Take the lead in the development of both strategic and operational plans for each programme in accordance with Strategy Plans and project guidelines
- Identify the needs for capacity building of team members and arrangement of same.
- Prepare forecasting plans for each project's activities and budget.

c. Program Reviews, Monitoring, Evaluation, Program Learning and Reporting.

- Develop a monitoring system for each programme to track the result, review of activities and course corrections.
- Monitor the flow of information and systemic documentation of quantitative and qualitative achievements in the field and lessons learned thereof
- Ensure quality and timely submission of quarterly and annual or required reports as per desired standards and guidelines.
- Ensure compliance of approved programme and project plans.
- Promote evidence-based learning and the agenda of advancing alternatives
- Represent the organization in various programme-related knowledge-sharing and learning forums, document and share feedback with the team
- Review and approve programme concepts, and partner financial requests as per organizational process and procedures.
- Manage the expenditure and disbursement of resources allocated to the program department
- Review programme expenditures from the programme team line staff to ensure conformity to financial policies and procedures.
- Monitor and advise on programme and project spending and variance reports as per organizational processes and procedures.

d. Partnership and Networking

- Support the ED in strengthening our relationship with the strategic networks and alliances.
- Represent FST and participate in network and alliance meetings, events and forums at national and international levels.

- Ensure effective information flow and communication with other stakeholders including partners
- Initiate and nurture networks and alliances with academia, and research institutions
- Ensure effective partnerships at all levels as per standard procedures and guidelines of the organization.
- Ensure follow-up of partners after reviews and reflections

e. Others:

- Lead and manage the program team to achieve its mandated targets in accordance with annual operational plans
- Ensure an empowering work environment and team building in compliance with FST's values, principles and attitude
- Ensure an enabling environment for staff performance, recognition and reward of the program team to encourage staff productivity, innovation and performance (e.g. facilities, equipment, duty facilitation, team building etc.)
- Participate in the review of staff job descriptions and setting of performance standards
- Involves in the recruitment of staff under the supervision of HR.
- Ensure that performance records of staff under supervision are submitted to HR on time.
- Provides induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively

Eligibility Criterion:-

- Post-graduate in social science, development management or relevant field.
- At least 6 years of experience in leading and managing field operations.
- Person should be familiar with the geographies of Northeast, its cultures and issues.
- Must have perspective on the changing aid sector and ecosystem in the country
- Person should have good perspective on gender.
- Person having experience on climate issues, environment protection, livelihood, unorganized sector etc. will be given preference.
- Good judgement, an ability to lead a team, and cope in difficult and diverse situations
- Experience of working with grassroots organizations in the north east region.
- Familiarity with grant making procedures is a definite advantage
- Willing to undertake extensive travel both locally, within northeast and also nationally.

*Interested candidates apply to the Executive Director/Finance Manager at careers@fstindia.org immediately. Short listed candidates will be invited for a formal written test and interview before final selection. Refer www.fstindia.org for further details about the organisation. Candidates from all North East States encourage to apply. Salary depending upon experience, qualification and skills. **Kindly mention your Expected Salary.***

We are an equal employment opportunity provider.

FST is a secular, not for profit, gender just, non political organisation conceived, led and managed by people from the region, to support forward looking initiatives in north east India. Located at Guwahati, Assam, FST supports creative approaches for solutions to critical issues of the region, along parallel tracks of grant making to organisations & individuals for working on thematic areas and building capacities and knowledge through training and networking.