

Job Description: Programme Lead

1. Purpose

The **Programme Lead** is a pivotal position within FST, working closely with the Executive Director (ED) to drive organizational change and ensure the integrity, coherence, and impact of all programmes.

- Lead the envisioning and design of innovative programmes aligned with FST's mission and strategy.
- Develop programme assessment protocols for evaluation, learning, and continuous improvement.
- Stay abreast of emerging trends and developments in the social development sector nationally and globally.

2. Responsibilities

a. Programme Development & Strategy

- Lead the conceptualization and development of programmes in line with thematic priorities and strategic plans.
- Prepare high-quality project proposals reflecting community-led development approaches, asset-based frameworks, and trust-building principles.
- Provide strategic direction for programme design, implementation, and future growth.
- Guide the development of strategic plans and budgets for all programmes.
- Ensure programme activities are well-integrated, interlinked, and consolidated in alignment with the organizational strategy.

b. Programme Management & Delivery

- Manage programme and project teams to maximize impact and return on investment.
- Oversee systematic documentation of quantitative and qualitative achievements, lessons learned, and best practices.
- Ensure timely and high-quality submission of quarterly, annual, and donor-required reports.
- Ensure compliance with approved programme and project plans, organizational policies, and statutory requirements.
- Promote evidence-based learning and innovative approaches.
- Identify capacity-building needs of team members and arrange appropriate training and support.
- Oversee financial forecasting, expenditure, and compliance with organizational and government regulations.

c. Partnerships & Networking

- Support the ED in strengthening relationships with strategic networks and alliances.
- Represent FST in knowledge-sharing forums, conferences, and events at national and international levels.
- Build and nurture partnerships with academia, research institutions, and civil society organizations.
- Ensure effective communication and collaboration with partners and stakeholders.
- Initiate and sustain alliances that enhance programme visibility and impact.

d. Secondary Responsibilities

- Lead and manage the programme team to achieve annual operational targets.
- Foster an empowering and collaborative work environment in line with FST's values and principles.
- Ensure staff performance is supported through recognition, rewards, and enabling facilities.
- Participate in staff recruitment, induction, training, mentoring, and performance management in coordination with HR.
- Ensure timely submission of staff performance records to HR.
- Encourage innovation, productivity, and professional growth within the programme team.

3. Person Specification

- Strong knowledge of **results-based management frameworks**.
- Postgraduate degree with **6–7 years of experience** in implementing projects in the social development sector.
- Proven experience in **proposal writing, report preparation, and donor communication**.
- Excellent written and spoken command of **Assamese and English**.
- Strong leadership, team management, and networking skills.
- Willingness to travel extensively to rural areas, often using public transport.
- Candidates from **North East States** are strongly encouraged to apply.

Application Process

Interested candidates should apply to the **Executive Director** at careers@fstindia.org immediately. Shortlisted candidates will be invited for a formal written test and interview before final selection.

For more details about the organization, please visit www.fstindia.org.

Salary: Commensurate with experience, qualifications, and skills. Kindly mention the expected salary.

Last date of Submission: One month