

Program Manager Tibet Program (Dharamshala, India)

IDCG is supporting a client to seek one Program or Senior Program Officer to assist a multi-year USAID-funded program to support the Central Tibetan Administration (CTA). The nature of the employment is full time. Only those candidates who are based in or willing to move to Dharamshala (HP) India should express interest in this position; relocation assistance (financial or otherwise) will not be provided.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Program Planning, Design and Implementation
 - a. Work in collaboration with stakeholders, donors and the DC team (monitoring and evaluation (M&E)/finance and administrative (F&A))s to design and implement programs.
 - b. Work in collaboration with leadership and management to develop and design programs by identifying goals and designing strategies in alignment with organizational vision and mission
 - c. Lead or support projects, if required.
 - d. Assist the Deputy Chief of Party in managing the overall execution of the Program.
2. Program Coordination
 - a. Lead the program officers to work in coordination with partners and the consultant ensuring the tasks are completed within the set guidelines. This will include setting high-level meetings with partners and consultants, review agendas and facilitating active communication between stakeholders.
 - b. Coordinating with the M&E and F&A team ensuring that the programs are implemented as per set objectives and guidelines.
3. Stakeholder Management
 - a. Serves as point of contact and primary liaison for NDI's key stakeholders, such as civil society, political parties, members of parliament and other stakeholders; build and maintain collaborative and strong working relationships with key partners/focal persons; maintain frequent contact with these partners and briefs them about NDI activities; represents NDI at appropriate events;
 - b. Maintain strict neutrality in dealings with the Institute's program related activities.
4. Program Documentation
 - a. Ensure quality and accurate documentation by reviewing activity and periodic reports in coordination with Program officers.
 - b. Reviewing monthly reconciliation and program related expense records prepared by program officers before being submitted to the F&A team.
 - c. Review the M&E data generated through the program and coordinate with the M&E team to analyze and measure impact of programs.

5. Team Support

- a. Work closely with the program officers in achieving program objectives, foster team spirit and collaboration.
- b. Identify opportunities within the program areas to develop synergy and deliver greater impact.
- c. Compliance with M&E and F&A process and procedure

6. Miscellaneous

- a. Work effectively across client's teams and programs when required;
- b. Performs other assignments as and when necessary assigned by the client's management team.
- c. Closely follow and analyze political and administrative developments within the CTA.

EDUCATION AND/OR EXPERIENCE

1. Bachelor's degree, preferably in International Relations, Political Science or a related subject; graduate degree preferred.
2. The PM must have a minimum of six (6) years relevant work experience with an international organization; community organizing, political activism, organizational development or legislative affairs preferred.
3. Additional years of relevant work experience may be substituted for educational requirements on a one-for-one basis.
4. Previous experience with international grants administration or working with international NGOs preferred.
5. Experience with the budget management and resource allocation.

REQUIRED SKILLS AND ABILITIES

1. Good interpersonal skills to effectively interact with all levels of staff, international personnel and political partners and party representatives.
2. Good oral and written communication skills to effectively articulate the client's mission statements and program/project initiatives, present information, respond to questions and prepare draft written reports in a professional manner.
3. Capacity to work both independently and as a member of a team.
4. Ability to define problems, collect data, establish facts and draw valid conclusions.
5. Working knowledge of Microsoft Office Programs and Google Apps (Gmail, Calendar, Google Drive, G+, etc.) strongly desired.
6. Working knowledge of basic budget and accounting procedures.
7. Ability and willingness to travel to regional locations, which are often remote and difficult to reach.
8. Interest in and knowledge of the national political environment, civil society organizations; parties and political leaders; ability to perform basic political analysis on political and programmatic developments.

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| 9. Excellent organizational skills, attention to detail and ability to prioritize and manage multiple tasks simultaneously and meet deadlines. |
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COMMENTS:

The application deadline is March 07, 2024. To apply, please email a CV and cover letter to careers@idcg.co.in. Short-listed candidates will be contacted. No phone calls, please!

The client is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, or any other characteristic protected by law.