

JOB DESCRIPTION

Job title	Programme Manager – Child Protection	Department:	Programme Implementation
Region	North West (Delhi and Rajasthan)	Location	New Delhi
Reporting to	Sr. Programme Manager – North West	Grade:	D
Contract Duration : 3 years (extendable)			
Level Of Contact With Children: 2 (Sporadic & Occasional contact with children)			
The position holder shall be responsible to adhere & work within the ambit of Plan India's Child Protection & Gender Equality Policies.			

SUMMARY OF THE OVERALL JOB

This position is responsible for providing thematic support to all the programmes being implemented at the region. This includes providing technical support to State Managers for programme implementation, support to the M&E manager for monitoring and evaluation, capacity building of the partners and proposal development and supporting for business development in the region. This position will also be responsible for supporting the Sr. Programme Manager – Region in Advocacy and lobbying initiatives at the Region.

KEY FUNCTIONS / RESPONSIBILITIES

➤ THEMATIC SUPPORT AT THE REGION

- With guidance from the line manager, contribute to the thematic plans for the region/state in line with Plan India's overall Country and Thematic Strategy as well as the state strategies. Consult and seek inputs from the Sr. Technical Advisor / Technical Advisor at ICO and Sr. Programme Manager.
- To track and monitor the achievement of the thematic goals and milestones as per Plan's Country and Thematic Strategy and ensure periodic reporting to the Sr. Programme Manager – Region and the Senior Technical Advisor/Technical Advisor.
- To make key statistical information regarding sponsorship and grants projects available to the line manager and to Senior Technical Advisor/Advisor for programming, proposal development and routine reporting use.
- To facilitate and support a two-way flow of knowledge from the grassroots levels to the district and state level using various approaches: such as dissemination of Plan's programmes, learnings, best practices at the district and state level and supporting Sr. Technical Advisor / Technical Advisor in national level events focused on the thematic area
- To identify possible significant state level events, possible collaborations/networks or alliances. With guidance from the line manager, develop strategies to ensure Plan's presence/leadership. Plan and coordinate any significant state level events/collaborations with the engagement of Senior Technical Advisors/technical advisors.
- To identify technical capacity building needs of NGO partners and staff and establish mechanisms for any external technical support, in consultation with the Senior Technical Advisors/advisors. To Support regional thematic networks, involving grass root NGOs, Local government to advocate and disseminate best practices
- To ensure that the thematic area continues to contribute in an innovative and effective way to the development of programme plans and delivery
- To ensure that gender and diversity analysis is applied across all levels of programme planning and delivery

- To build relationships and information sharing with other thematic Managers and with the Senior/Technical Advisors to ensure synergistic efforts to achieve Plan India's CSP commitments.

➤ **PROGRAMME IMPLEMENTATION SUPPORT & MONITORING**

- Provide technical oversight for programme delivery reporting and for monitoring of Plan-supported programs (both sponsorship and Grants projects). Ensure timely and smooth operations and adherence to the quality.
- To build capacities of the Partners through direct interface, Senior/Technical Advisors or technical partnerships in consultation with Senior Technical Advisor/ Technical advisor, including at times of emergency and recovery periods.
- In close coordination with the other Technical Managers in the region particularly education, health, nutrition, protection, WASH ensure that programming is integrated across all sectors, providing technical inputs as required.
- Representation of Plan in the regional and district level meetings/ seminars/ etc
- Contribute to brief updates and reports on thematic activities/strategies to Sr. Technical Advisor / Technical Advisor;
- To prepare the operational plan and metrics for the projects.
- To provide technical implementation support (as explained above) to the State Managers to enable them to effectively deliver programmes and achieve the intended objectives
- To ensure achievement of programme goals and milestones as well as programme quality through field visits and desk reviews
- To provide technical input to support the partners in coordination with the State Managers and Senior/Technical advisors in troubleshooting any issues/ bottlenecks during programme implementation
- Coordinate and facilitate donor and other visitors (govt, board members etc).
- Provide hand holding support at field level for the effective implementation of projects.
- Assess capacity needs of PU level teams and in consultation with the line manager develop capacity building plan. Finalize this in consultation with the Sr. Technical Advisor / Technical Advisor for roll out.
- Support/implement national level initiatives for roll-out of Thematic Strategy and other initiative at partners' level (Example national level modules such as Stick & Stone training manual, VWSC module etc.)

➤ **SUPPORT MONITORING & EVALUATION (M&E)**

- To support the M&E manager at the region in developing systemic processes and metrics for programme monitoring
- To support the process of knowledge management and learning by designing and supporting evaluations and assessments as well as periodic programme reviews, thereby enabling the implementation team to increase the quality of the programme
- To support the documentation of implementation experiences at the region and evidences from the field by providing the technical perspective
- Regular documentation of good practices and develop case stories to incorporate in the Annual Reports and in other organizational communication process (Ex: News Letter)
- Organizing sharing and reflection sessions with different stakeholders with the support of M & E Manager to share the outcome of monitoring and evaluation
- To periodically review the M&E results, and develop and implement technical solutions, as required
- To support the M&E Manager in the creation of Terms of Reference (ToRs) for the selection of third-party agencies for conducting evaluations

➤ **PARTNER SELECTION & CAPACITY BUILDING**

- To conduct partner selection by adhering to the established thematic assessment criterion for partners

- To prepare recommendation notes for finalizing the partners
- To lead all the technical capacity building initiatives in consultation with Sr. Technical Advisor / Technical Advisor for the partners in the region as per the technical deficiencies identified by the State Managers

➤ **ADVOCACY**

- To contribute to the development of Plan India's policies and advocacy strategies for the thematic area at the region
- To support the Sr. Programme Manager – Region in the delivery of the advocacy strategy at the /state and communication of Plan India's stand to various stakeholders , such as the local government, Civil Society Organizations (CSOs), inter agency groups etc.
- To establish linkages between policy/advocacy and the programmes being implemented at the grassroots level at the region
- To represent Plan India's thematic expertise in regional forums and create awareness regarding the organization's work in the thematic area
- To support government lobbying in state capitals to contribute to the national-level initiatives
- Assessing regional/state level policy initiatives to identify strengths and gaps to design advocacy goals at state and regional level

➤ **PROPOSAL DEVELOPMENT & REPORTS**

- To support grants team in ICO/regional level for developing proposals pertaining to the theme and the region/states as per the organisation's targets. and provide both regional and thematic perspective
- To coordinate with the State Managers and M&E Manager to obtain region-specific data and best practices
- To develop concept notes on how to improve the quality of the existing programmes in the state
- To ensure development of donor reports and to share information regarding the active corporates, their program priorities in the state with the line manager for possible partnerships,
- To contribute to the development of the Programme Completion Report (PCR) by providing technical inputs

EDUCATION AND EXPERIENCE

- Post Graduate in Development Management
- More than 10 years of relevant experience

Compensation and Employment:

Plan is an equal opportunity employer and qualified women candidates are encouraged to apply. **Our policies and procedures reflect our commitment to child rights and child protection.**

How to apply

Please send us your updated resume along with a suitability note (single Word document only) for the position of “**Program Manager-Child Protection (North West)**” at planindiacaareers@planindia.org. Please mention “**Program Manager – Child Protection (North West)**” in the subject line. **Please mention compensation details in your resume.** Last date for sending applications is **31st August 2017.**

Given the volume of applications received, only shortlisted candidates will be contacted.

