

Job Title: Program Manager–Karuna Fellowship-Shared Service			
Location	Patna/Guwahati/Ranchi/Bhuvaneshwar/Mahasumand	Band/Grade: CTC:	2 A/B CTC will be as per Norms
Department	FG2 -Shared Service	Last date of Apply	
		Degree of Travel required to:	Extensive
Key stakeholders	External		Internal
	● Partners ● Donors ● Govt & Private Institutions ● NGOs		● All Departments ● Staff ● KF
Reporting structure	Role directly reports to		Positions that report into this role
	● Band 3 or 2B		Band 1
Essential Qualifications	● Graduation and above ● Language Preference – Hindi, English & any regional language		
Essential Experience	● Minimum 7 Years experience in project management, & developing & executing change management strategy & delivering outcomes ● Having training and large group facilitation background will be preferable ● Having minimum 5 years experience to Developing learning & development program, leadership curriculum & framework ● Minimum 2 Years experience in working with Content writing ● Having experience in working with Youth/women ● Having experience in Livelihood domain or gender domain will be preferable ● Having experience in managing team		

Essential Skills	Collaboration Communication Documentation Research Technology Integration People Management Stakeholder Management Change Management
Key Roles/Responsibilities: • Managing Team • Manage L&D program for Karuna Fellows • Develop KF L&D strategy & rollout curriculum • Standardize the delivery of curriculum to Karuna Fellows of any Bigbets/department • Establish Governance mechanism • Design & rollout program implementation strategy • Develop reports & program updates for donor/leadership team • Develop case studies, impact stories, use cases • Large Group facilitation • Developing and implementing Assessment • Ensuring Service delivery by improving functional skills • Develop technical partnership • Partnership with NGOs or Organization in Social Sector • Collaboration with internal departments • Govt Partnership where-ever needed • Performance Management of Team • Project Management	