

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		● 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 ● Gender Studies (Will be preferable)		
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 manage Large scale community mobilization, outreach & Recruitment ● Minimum 2 Years experience in working with Govt or private Skill development institution. ● Having experience in working with Youth/women ● Having minimum 3 to 5 years of experience with working in community ● 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 End to End Outreach & Recruitment process & Alumni Engagement • Manage day to day operation • 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 • Partnership with local livelihood institution • Partnership with NGOs or Organization in Social Sector • Collaboration with internal departments • Govt Partnership where-ever needed • Performance Management of Team • Project Management	