

Job Title: Program Manager–FG2-Tech Rollout & Governance			
Location	Patna/Guwahati/Ranchi/Bhuwaneshwar/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		
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 in development sector creating different framework for people development & Establish Governance framework & indicators • Minimum 2 Years experience in working with Research & Documentation • Having experience in working with Youth/women • Having experience in Livelihood domain or gender domain will be preferable • Having experience in managing team • Having background of Technology & having minimum 1 year experience in developing indicators of people development for tech platform & manage change management to roll out the tech platform		

Essential Skills	Collaboration Communication Documentation Research Technology Integration People Management Stakeholder Management Change Management
Key Roles/Responsibilities: • Managing Team • Developing Tech platform for Karuna Fellowship Program in collaboration with Tech Team • Creating Indicators/Cntent/Rubrics for Tech Platform • Make Change Management strategy for tech rollout • Ensure adoption of technology on the ground • Evolve Governance Framework • Establish Karuna Fellowship Governance Framework in different 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 • Collaboration with internal departments • Technical Partnership where-ever needed • Performance Management of Team • Project Management	