

Job Description of Program Manager

ABOUT [SAAHAS](#)

Saahas a 'Not for Profit' organization was set up in 2001 under the Karnataka Societies Act 1960. Saahas focuses on programs based on the concepts of 'Source Segregation and 'Decentralized Waste Management' within the framework of the Solid Waste Management Rules 2016 and principles of Circular Economy. Saahas works with government institutions, corporates, households and schools to bring attention to best practices in the management of solid waste and also establishes collection and processing infrastructure. Our programs also provide better livelihood opportunities for the informal sector and people at the base of the pyramid.

Vision:

India to become a leading Circular Economy where *Nothing is Waste*.

Mission:

- Pilot innovative resource management programs.
- Collaborate closely with communities, administrators, businesses and law makers.
- Evolve *next* practices for adoption of Circular Economy

JOB DESCRIPTION

The Program Manager forms a part of the Senior Leadership Team of Saahas. The role of the Program Manager is to manage specific program verticals and is responsible for the deliverables of the projects under the vertical. The Program Manager is supported by Project Managers to execute the projects and reports into the Director.

Primary Duties and Responsibilities

- Build strategic goals for the vertical and make annual plans to meet the goals. Participate and contribute to defining strategic goals of the organization.
- Plan the delivery of the various projects in the vertical in accordance with the goals and objectives of each project vertical.
- Make project proposals for CSR and non-CSR grants based on sector and partner needs, monitor the overall deliverables and financial health of projects being executed in the vertical
- Design, establish and manage appropriate project monitoring and evaluation framework.
- Guide, monitor and provide regular feedback to various Project Managers to ensure smooth delivery.
- Manage client/partner communication at project initiation and handle escalations.
- Monitor cash flow projections and report actual cash flow and variance to the Program Director on a regular basis (monthly).
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency.
- In consultation with the Program Director, recruit, interview and select well-qualified program staff.

- Communicate with clients/partners and other stakeholders to gain community support for the program and to solicit inputs to improve the program.
- Hold regular consultations, enlist the cooperation and assistance of Government Departments, NGOs and other citizen initiatives wherever required, to ensure achievement of project objectives.

Working Conditions

- Program Manager usually works in an office environment at the designated location, however travel to project locations outside location of appointment might require to be undertaken. Program Manager is expected to spend at least 20% of time in the field.
- Program Manager works a standard work week (6 working days in a week with 2 Saturdays off in a month) and may be required to work late evenings and weekends based on project requirements.

Experience

- 10+ years of work experience, preferably in Waste Management or Development sector.
- At least 5 years experience in Project Management, managing teams, preferably managing remote teams.

Knowledge, Skills and Abilities

- Good people management, leadership, collaboration and communication skills.
- Interest, experience and knowledge about sustainability and waste management issues.
- Knowledge of development sector eco-system and working with Government departments and senior officials.
- Knowledge of compliance and legal requirements of not-for-profits in India
- Proficiency in preparing budgets, assessing financial health of projects, writing project reports and proposals.
- Comfortable in using MS-Office tools and mails for communication, computing and project management requirements.
- Proficiency in written and spoken English, knowledge of Hindi and/or applicable regional language would be useful.

Personal Characteristics

The Program Manager should demonstrate competency in:

- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Focus on Client/Partner Needs: Anticipate, understand, and respond to the needs of internal and external clients/partners to meet or exceed their expectations within the organizational parameters.

Please mail your CVs to hr@saahas.org with subject: Applying for opening of Program Manager (Bangalore/Gurgaon)