Position	State Program Manager
Work Location	Panchkula/Chandigarh
Employment	Payroll

About ARMMAN

Founded in 2008, ARMMAN's mission is to enable healthy pregnancy, safe delivery and safe childhood for women and children in India. ARMMAN leverages mHealth to create cost-effective and scalable systemic solutions to improve access of pregnant women and mothers to preventive information and services and train health workers to reduce maternal and child mortality and morbidity.

- Our programs have reached over 40 million women and over 3 lakh health workers across 20+ states to date
- ARMMAN has received several awards and honours including the Skoll Award for Social Entrepreneurship 2020 and MIT Elevate Prize 2021, as well as grants from Co-Impact, Google.org, USAID, and others.

Role Overview

We are looking for the role of State Program Manager for two programs Kilkari and mobile academy. As a State Program Manager, you will be responsible for end-to-end management and implementation of program across the state. You will be responsible for documentation, coordination and managing the program in coordination with state officials and ARMMAN program team.

Roles and Responsibilities

- Program management and implementation of activities in accordance with the mission and vision of the organization
- Serve as a key contact for all types of programmatic assistance to the assigned programs and their supervisors.
- Provide support to all functional teams to ensure timely completion of all planned activities as per the project work plans. Data collection and feedback from the ground to improve the program design.
- Coordinate and follow-up in a professional manner with the project team, and other departments of the organization to support effective program implementation
- Preparation of meetings, assist in conducting meetings, including preparing agenda, taking and circulating minutes of the meeting. Support IEC and BCC initiatives to for effective implementation
- Producing accurate and timely reporting of program status throughout the programs' life-cycle.
- Assist communications team in sharing learnings from the program for the publication and other requirements.
- Submit field visit report upon completion of every trip.

Qualification & Skills

- Master's degree in social sciences/work, humanities or public health desirable
- He/She should have at least 5-7 years of relevant work experience in programmatic and administrative support function.
- Experience in working with the development sector/ NGOs would be preferred.
- Program management and implementation of activities in accordance with the mission and vision of the organization
- Coordinate and follow-up in a professional manner with the project team, and other departments of the organization to support effective program implementation
- Excellent verbal and written English & Hindi editing skills, with a high-level of attention to detail; able to read and interpret data/documents, and communicate information effectively to others with strong interpersonal skills
- Experience in conducting capacity building sessions with state level officials, district and block officials and FLWs.
- Strong training & facilitation skills with an emphasis on use of innovative ways of imparting trainings.

How To Apply

- Interested candidates please send the application with your updated resume to careers@armman.org
- Please use "SPM-Haryana" as the subject line for the application mail