



JOB DESCRIPTION

Position	Senior Program Manager
Work Location	Delhi
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 hiring for the role of Senior Program Manager who will be responsible for program management & implementation of Kilkari. This program is running across multiple States/UTs of India with expansion in other states in pipeline. As a Senior Program Manager, you will look after the end-to-end management of programs across the states. You will be responsible for documentation, coordination, and managing the program with all the teams across the organization.

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.
- Preparation of meetings, assist in conducting meetings, including preparing agenda, taking and circulating minutes of the meeting.
- Coordinate and follow-up in a professional manner with the project team, and other departments of the organization to support effective program implementation.
- Support IEC and BCC initiatives to for effective implementation.
- Perform other tasks as assigned by the supervisor.
- Open for travel within the state and other program locations. Travel may happen on short-notice too.
- Willingness and flexibility to work on a wide range of tasks and travel up to 40% of time
- Producing accurate and timely reporting of program status throughout the programs' life-cycle.
- Coordinate and ensure proper documentation for the programs.



- Assist in maintaining proper documentation of all financial transactions related to program.
- Ability to produce documents and coordinate activities independently.
- Attention to details for further follow-up in the program.
- Ability to handle a variety of assignments under pressure of deadlines.
- Submit field visit report upon completion of every trip.
- Maintain program and office files in both electronic and physical documentation.
- Able to manage/prioritize work from several sources.
- Attend all the required con-calls for discussion with the team.
- Assist communications team in sharing learnings from the program for the publication and other requirements.
- Acquire strong understanding of Program components and work across different units.
- Support National program team in developing annual plans, budget and state advocacy plans.
- Work closely with Regional Managers, Core team members and Program team for development of state action plan, implementation of the plan, Monitoring and providing regular feedback to the team.
- Provide strong leadership, encourage and mentor the state teams, ensuring capacity is built and appropriate results are attained.
- Track deliverables of each state and do necessary follow-ups with the state teams in a timely manner.
- Support the national team with work planning, budgeting, and donor reporting activities.
- Support program team in finalizing donor reports, presentations for internal and external teams.
- Represent Kilkari and MA in different forums including MoHFW and state NHM meetings.
- Work closely with senior Project Director and support him in finalizing project level reports and presentations.
- Assist in resolving issues that come up during project implementation. Immediately communicate significant issues that may come across to supervisor.
- Participate in state level review meetings, support state program managers in developing review agenda, presentations and also do regular follow ups.
- Preparing reports, presentations or any other program related document.
- Any other task assigned from time to time by the SPD.

Qualification & Skills

- Master's degree in social sciences/work, humanities or public health desirable.
- 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.
- Personal efficiency, time management skills, team work and the ability to prioritize the work are the key.
- Excellent verbal and written English & Hindi language communication skills; strong writing and 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.
- Technologically proficient in MS Office, social media and internet applications.

How To Apply

- Interested candidates please send the application with your updated resume to careers@armman.org
- Please use “Senior Program Manager - Delhi” as the subject line for the application mail