



National Centre for Promotion of Employment for Disabled People (NCPEDP)

NCPEDP is a leading advocacy organization working towards promoting the rights of persons with disabilities in the country. NCPEDP has succeeded in bringing about several policy changes with regards to disability. Applications are invited for the position of **Programme Manager, to be based in Maharashtra.**

Educational Qualification: Master's degree in Social Development/ Law/ Public Policy.

Work Experience: 5-7 years of experience in the Social/Development Sector.

Salary: Up to 9 lakhs; negotiable as per experience.

Key Roles and Responsibilities:

A. Program Planning and Implementation:

- Work with cross-functional teams to identify, gather and analyze project requirements to define the scope, write a project proposal, and make an implementation plan with breakdown tasks that need to be achieved.
- Work with the different state governments to define key drivers and work around those.
- Drive execution of the program by developing volunteer teams, assigning tasks, checking the status, and modifying the schedule as required.
- Support in the development of the content, materials, and training at all levels.
- Support in the design of the processes, technology requirements, guidelines, tools, and templates required to run the program.
- Develop standards for measuring project performance and monitoring timeline, issue resolution, and the quality of deliverables and maintain a dashboard for the same.
- Share regular updates about the project, to both internal and external stakeholders in a proactive manner.
- Identify all foreseeable risks such as unrealistic time and cost estimates, and changing requirements and help mitigate those in time.

B. Communication and Stakeholder Management:

- Build upfront, a relationship of trust with the government officials and with the other key stakeholders to ensure seamless coordination and coherence throughout the project.
- Liaise closely with the lead for government relations and other relevant stakeholders.

- Manage stakeholders' communication, aligning the deliverables (outputs) to the program's "outcome."
- Manage the main program documentation such as the program initiation document.

C. Teamwork and People Management:

- Manage daily program management throughout the program life cycle by conducting reviews and formulating development plans for the team members to meet current and future skills needs.
 - Promote and embody a culture of openness, innovation, involvement, teamwork, and performance.
 - Maintain the highest standards of personal and professional integrity and be a role model for values and behaviors.
 - Coordinate the projects and their interdependencies and manage and utilize resources across projects.
-

Skillset Required:

- Good knowledge and handling of project and program management methodology and techniques.
- Good understanding of the wider objectives of the program.
- Ability to work positively with the wide range of individuals involved in program management.
- Strong leadership and management skills.
- The ability to find innovative ways to resolve problems.

Applicants should be willing to travel and should be flexible and open to working every day depending on work requirements. Salary will commensurate with qualifications and experience.

Only candidates residing in Maharashtra should apply for the position.

APPOINTMENT:

This is a full-time position, and the initial contract will be offered for three months as a probation period, which shall be renewable based on performance. Interested candidates may apply with a detailed CV, Current Salary drawn, Expected CTC, and notice period.

Please mention the post applied for in your email.

Please mail your application to: **vacancies@ncpedp.org**

**WE ARE AN EQUAL OPPORTUNITIES EMPLOYER. CANDIDATES WITH DISABILITIES
ARE ENCOURAGED TO APPLY.**