



Job Description

Position: Manager Operations and Program

Reporting Line: Country Director

Location: Delhi with occasional visits to Patna and other field offices

About Project Concern International (PCI):

Project Concern International/India (PCI) has been working in India since 1998. Over these several decades, PCI has maintained a diversified portfolio, working in rural and urban areas in the areas of integrated health and community development with programs focusing on low-income, vulnerable and hard-to-reach population in close partnership with national and state governments and civil society organizations. PCI is registered in India under the Society Registration Act 1860 and known for high-quality and innovative programs that strengthen local capacity and empower communities, civil society organizations and local governments as agents of their own advancement. Our Scale and Reach with seven on-going programs, we currently have a presence in 155 districts across 10 states in India.

Position Description

The Candidate will lead the operations at PCI India and drive initiatives in the team and organizationally that contribute to long-term operational excellence. The position also contributes to the development and execution of robust policies, practices and liaison with various state offices at PCI India for seamless functioning of the operations team including procurement.

The candidate will also manage a children/shelter home in Mewat, Haryana that can accommodate 40 boys between the ages of 6 and 18. The home has been a safe haven for many years, providing boys with shelter, nutrition, clothing, health care, psychological support, and access to formal and non-formal education in a supportive and cooperative rural community.

Specific responsibilities for this position will include:

1. Leading the Operations Program Support Unit Team:

- Management of office space and staff
- Management of staff travel and logistics arrangements
- Management of supplies and facilities.
- Management & disposal of assets.
- Ensure staff safety & security: staff are updated in advance about safety & security. Office is properly secured
- Management of empaneled vendors

2. Vehicle Management:

- Provide vehicle to PCI officials for office use
- Verify log books
- Ensure that insurance and other documents related to vehicles are updated

- To see that office vehicles are road worthy at all times.
- Ensure adequate fueling in vehicles
- Procurement (facilitate purchase) and disposals of office vehicles
- Monitoring fuel consumption of vehicles
- Co-ordinate servicing and repairing of vehicles

3. Management of Program Logistics:

- Ensure that all the logistic arrangements related to Trainings / Workshops / Conference / Meetings within office or outside happens smoothly.
- Manage logistics arrangements related to program supplies at field level

4. Procurement

- To initiate due diligence process along with the finance team and verify or Approve Purchase Request Forms
- To do market survey and get quotations
- To facilitate purchase of stationery, Printing, office equipment's, furniture and other items for office use and verify the specification of items received.
- Ensure compliance in procurement process
- To conduct timely physical verification of stock/office inventory and ensure quality maintenance of the stock/physical assets.

5. Annual Maintenance Contracts

- Prepare vendor data base and due diligence system, finding suitable parties /vendors for A.M.C
- Negotiating with parties/ vendors for better quotes.
- Reviewing the services of Annual Maintenance Contracts.
- Issue the contracts to respective vendors.
- Ensure timely payment to vendors
- Monitoring for quality of work / services

6. Program Management of Shelter Home and Child protection activities

- Lead the Planning, Operation and Management Program Management of Shelter Home at Mewat district, Haryana
- In partnership with the program team facilitate development of a strategy for the Shelter Home and Child Protection.
- Ensures that the needs of children and youth are identified, respected, protected and addressed. Builds positive relationships with children through day-to-day interactions. S/He interacts with children to support them in their development and to guide them to settlement as good and successful people.
- Coordination with local stakeholders (Govt. and Non-Govt.) and strengthen network to leverage resources.
- Develop proposals and new business ideas to raise resources and diversify revenue growth for the shelter home.
- Facilitate capacity building and leverage resources for mental health program and psycho social counselling for the shelter home inmates
- Monitoring of shelter home program, documentation, and finance
- Strategize actions for the productive use of agricultural land at shelter home

- Preparation of report and statutory compliances

7. People Management: Team is motivated to work and continuously growing professionally

- Clarity in roles and responsibilities of each team members
- Monthly feedback session between Supervisor and supervisees

Qualifications:

- Post Graduate (MBA preferred) from a reputed institute

Experience:

- 5 Years of relevant experience in operations, inventory management preferably in development organizations in repute.
- Experience in working with Government systems and managing donor compliances and audits
- Experience working in an entrepreneurial, matrixed, global organization
- Experience in working with a multi-cultural environment

Competencies: Personal Attributes

- High level integrity
- Independence and initiative
- Sound judgment
- Adaptability and flexibility
- Dynamic, pro-active and creative
- Ability to cooperate with others and work in a participatory manner to achieve established goals.
- Self confidence
- Ability to work without close supervision. Reliable and enjoys working in a multi-cultural, cross functional team with flexible and adaptable approach to work.
- Proactive with a commitment to quality and accuracy with close attention to detail.
- High level of professionalism in conduct
- High flexibility and occasional availability to work outside regular working hours.

Conditions of employment

The Manager-Operations and Program would work as a regular staff of the PCI India on mutually agreed terms of contract for period of two years.

Application process

1. All applicants to send their updated resumes along with subject line: Application for Manager-Operations & Program
2. Please write a cover letter of not more than one page that justifies your fit to the advertised position
3. Please send the application with current to pciindiahr@gmail.com by 19th July 2018.

PCI India is an equal opportunity provider. PCI will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, age, marital status, genetic information, sexual orientation, gender identity and expression, disability, or protected veteran status.

Due to the high volume of applications we are not able to respond to inquiries via phone

