

Job Title: Program Manager(contractual) - Certificate Program for Grassroots Leadership Development and Local Governance

Tenure: One year and can be extended according to the demand of project and performance of candidate.

Overview: The Indian Institute of Management Ranchi (IIMR), is seeking a highly motivated and skilled Program Manager (in contractual terms) to oversee the implementation and management of a Certificate Program focused on Grassroots Leadership Development and Local Governance. The program aims to empower individuals at the grassroots level by imparting knowledge and skills in leadership, community development, local governance and project management.

Responsibilities:

1. Program Planning and Development:
 - Develop a comprehensive program curriculum in collaboration with subject matter experts, considering the specific needs of grassroots leaders and the intricacies of local governance.
 - Design program modules, learning materials, and assessment criteria ensuring alignment with the program's objectives and intended outcomes.
 - Identify and invite industry experts, academicians, and practitioners as guest faculty to provide insights and real-world perspectives.
2. Program Implementation and Coordination:
 - Oversee the smooth execution of the program, including scheduling, logistics, and resource management.
 - Coordinate with faculty, administrative staff, and external partners to ensure seamless delivery of sessions and workshops.
 - Monitor participant progress and provide necessary support and guidance throughout the program duration.
3. Stakeholder Engagement and Relationship Management:
 - Cultivate and maintain relationships with stakeholders including local governance bodies, community leaders, and participants.
 - Collaborate with external partners to facilitate guest lectures, field visits, and practical learning experiences for program participants.
4. Program Evaluation and Improvement:
 - Develop mechanisms for ongoing program evaluation, collect feedback from participants and stakeholders, and analyze data to assess program effectiveness.
 - Identify areas for improvement and implement necessary changes to enhance the program's impact and quality.
5. Reporting and Documentation:
 - Prepare regular reports on program progress, achievements, challenges, and key metrics for internal and external stakeholders.
 - Maintain accurate records, documentation, and archives related to the program activities and participants' performance.

Qualifications and Skills:

- A full-time bachelor degree in any stream (preferably professional degree such as B.E/B.Tech etc.) and certifications/degree on Public Policy and Management from reputed institute.
- Work experience of two years in program management, preferably in the field of leadership development, governance, or community development.
- Prior experience of working with government projects either with central/state/district for at least two years.
- Two years of government sponsored fellowship in the domains of social development.
- Strong project management skills with the ability to plan, organize, and execute programs effectively.
- Knowledge of local culture and governance functionalities of Jharkhand and Odisha.
- Excellent communication, interpersonal, and networking skills to engage with diverse stakeholders.
- Proficiency in data analysis and report writing to assess program impact and outcomes.
- A passion for community development, social impact, and a commitment to empowering grassroots leaders.

Personal Attributes: Professionalism, Creativity, Integrity and social Intelligence

Remuneration: up to 60,0000/- per month.

Other Terms:

1. This job role is contractual can be extended based on performance of the candidate
2. **Last date for emailing the CV is 22th February 2024. The CVs need to be emailed at gaurav.m@iimranchi.ac.in with Subject as “Application for Program Manager Position_ Grassroot Leader”. The CV file should be named as “Full Name” of the candidate**
3. Documents to be mailed: CV and Cover letter
4. The shortlisted candidates will be notified on their email and have to appear for Personal Interview to be communicated later
5. Any party can terminate the contract with a written notice of 15 days