



Job Description

Position: Program Manager

Reports to: Program Director

Job Overview:

This position provides support to PRONTO's Program Director with a focus on PRONTO International's work in India. Based in Patna, India, s/he will oversee project activities on a day-to-day basis and liaise with partners and stakeholders. In partnership with Patna based staff, s/he will coordinate the planning, implementation and evaluation of activities related to funded projects in India. This will involve managing the development of work plans, the monitoring of project implementation, and project related reporting. This position also plays a key role in ensuring that project activities are effectively supported in the technical, programmatic, financial, and administrative domains. S/he will also provide support on new program and funding opportunities, advocacy and outreach, strategic goal setting, and general organizational operations.

Key Accountabilities:

- Manage activities related to funded projects in Bihar and Uttar Pradesh to improve the quality of obstetric and neonatal care through mentoring and simulation training.
- Maintain thorough records and relevant documentation necessary for reporting to funding partners; track and report on programs progress, outputs, and outcomes consistent with logic models and indicators.
- Oversee project's budget, expenditure and reimbursements.
- Analyze monthly revenue and expense reports against budget projections keeping Program Director and team members apprised of the implications of the program's financial status on program activities.
- Advise and collaborate with team members in revising project plans and program activities to align with emerging budgetary, cash flow, and funding realities.
- Manage the implementation and coordinated development of the video monitoring and analysis software, Open Data Kit (ODK) mobile application and online social media chat forums in Bihar and Uttar Pradesh projects
- Directly supervise a team of 3-5 staff member (including 2 Video Analysts, 1 Video Upload Specialist and 1 UP based Obstetrical and Neonatal Simulation Specialist based).

- Ability to be available for regular calls during outside of work day hours with US based team members (e.g early morning or evening).
- Responsible for conducting quarterly meetings with staff to set and collectively review 3-5 individual 'Objectives and Key Results' per team member
- Create Standard Operating Procedures (SOP) as needed.
- Manage the logistics, contribute to content, and evaluation of project related meetings, conferences, travel, trainings, and workshops.
- Set meeting agendas in advance of meetings/conference calls, facilitate meetings, and document all meetings and conference calls.
- Participate in meetings called by partners, collaborators and stakeholders.
- Coordinate effective communication strategies among team members.
- Be available to respond to unexpected logistical issues/needs as they arise.
- Assist with recruitment and hiring and supervision of India-based staff positions, including development of job descriptions, interview questions, and screening tools, as needed.
- Ensure timely procurement of materials necessary for project activities.
- Facilitate sharing of best practices and lessons learned in project meetings.
- Grant writing and abstract/manuscript submissions, as needed.
- Represent PRONTO in meetings with external organizations, as needed.
- Perform other related duties as directed.

Required Education:

- Master's Degree in public health, public administration, or management.

Skills and Qualifications:

- Minimum five (5) years of project management experience, preferably in India
- Experience in health provider training development and implementation an asset
- Excellent communication, writing, and quantitative skills
- Demonstrated ability to establish and maintain effective working relationships with donors, implementing partners, and other stakeholders
- Excellent interpersonal skills and cultural humility
- Demonstrated ability to manage multiple priorities and projects while working as part of a team
- Willingness to take on new tasks in efforts to strengthen organizational capacity
- Fluent English oral and written communication skills; demonstrated ability to interact professionally in English
- Hindi speaking an asset
- Ability to travel 25% in India.

Location:

Bihar, India with travel as needed.