

## Programme Lead – DRR

<b>About the organisation</b>	EFRAH Society is started in 1997 to build a society to promote socio-economic justice, and social sensitivity, and to empower disadvantaged groups to become self-reliant and work collectively for social change. The core area of EFRAH intervention is Education, Livelihood, Health, Water & Sanitation, Disaster Risk Reduction, and Gender Justice and another area of intervention is advocacy for rights of the children and women.
<b>Job Title</b>	Programme Lead- DRR
<b>Department</b>	Programme and Advocacy
<b>Location</b>	Patna
<b>Level / Pay Band</b>	A-4
<b>Contract</b>	3 Year
<b>Reports To</b>	Chief Functionary
<b>Scope of Position</b>	Strategic management of EFRAH's programme and resources in EFRAH as part of EFRAH's national, regional and global programme. Enhance and maintain the quality and impact of programme and programme services in line with organisational standards. Lead on issues as assigned by the Chief Functionary. Represent EFRAHs where appropriate based on delegation by the EFRAH Society

**Key  
Responsibilities**

- overall responsibility for developing and managing the programme (at EFRAH's, it is a strategic mix of activities - funding, advisory, public policy, specialist technical operations and campaigning - that together create a lasting impact on poverty and suffering) across the states within the agreed programme priorities and direction for India.
- Provide leadership to policy advocacy work in close coordination with concerned Thematic Leads.
- Monitor security and humanitarian situation and support Programme and Advocacy Director and Humanitarian Manager in planning and delivering appropriate responses.
- Ensure the highest standards are achieved in programme quality through the establishment of monitoring and evaluation systems; and documentation and communication of the impact of EFRAH's programme in close coordination with the Monitoring, Evaluation and Learning team in Delhi.
- Take national-level programmatic leadership for a priority EFRAH programme theme. The responsibilities include coordination of analysis, thematic programme development and impact tracking.
- As a member of the India Leadership Team, support the Programme and Advocacy Director in the analysis of the country's context and developing the appropriate programme for India.
- Line manage the senior staff members in the regional office and support the development of individual staff members as well as the team.
- Manage the finance and assets in the most cost-effective manner.
- Develop projects/ programmes for fundraising, and develop and maintain donor relations, ensure compliance to donor reporting agreements in close coordination with Institutional and Corporate Fundraising Teams.
- Represent EFRAH's programme to Government, Civil Society bodies etc. as appropriate.
- Ensure implementation of all EFRAH's policies (Gender and Diversity, Equal Opportunities etc.) and procedures HR (Performance Management), Finance, Internal and external reporting requirements etc.)
- Be responsible for the overall administration of the office and compliance to statutory and legal requirements.

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Masters in relevant fields (Social Science, Sociology, Gender Studies and related subjects).</li> <li>• Substantial knowledge and experience (at least 10 years) in management of development work with a range of development actors (including NGOs). Relevant prior experience of working in EFRAH Society is strongly desirable.</li> <li>• Mature understanding of grassroots and national development policy issues with a holistic knowledge of the economic, political and social environment.</li> <li>• Strong analytical skills and ability to think strategically, innovatively and practically.</li> <li>• Skills and ability to develop achievable plans for implementation of National/ Regional strategies within corporate policies, strategies and priorities.</li> <li>• Proven track record of achieving results, and people management skills</li> <li>• Ability to contribute to open and accountable management relationships.</li> <li>• Good interpersonal skills and ability to work as a member of a diverse team.</li> <li>• Financial management and information technology skills.</li> <li>• Understanding and experience in applying gender and diversity issues in development and commitment to addressing inequalities in all the key areas of responsibility.</li> <li>• Excellent communication skills, both verbal and written.</li> <li>• Fluency in written and spoken English with competency in another relevant language.</li> <li>• Awareness of own strengths and areas of weakness and evidence of self-managed learning.</li> </ul>
<b>Relocation</b>	During the course of employment, the post holder may be required to move base on a temporary or permanent basis to any workplace managed by EFRAH Society
<b>Travel</b>	Willingness to travel and undertake sustained fieldwork as per the requirement of the particular position
<b>Date Issued</b>	18-08-2022
<b>Last date for application</b>	<b>Send your detailed CV with a covering letter highlighting relevant work experience for said position to <a href="mailto:hr@efrahindia.org">hr@efrahindia.org</a>, latest by 30<sup>th</sup> of August, 2022. Shortlisted candidates will be intimated individually through e-mail.</b>
<b>Approved By</b>	Secretary, EFRAH