

Vacancy Note: Recruitment of Program Manager

Job Title : Program Manager
Reporting To : Senior Manager Program and Strategic Alliance
No. Of Vacancies : 1
Location : New Delhi/ Remote
Nature of employment: One year employment contract

Railway Children India (RCI) is a section 8 company registered under the Companies Act 2013 (earlier section 25) in India, working for bringing sustainable changes in the lives of children living alone or at risk on the streets.

RCI endeavours to ensure that each child living or passing through the railway stations that our organisation works with, is offered a comprehensive recovery and reintegration programme which is rights based and ensures safety, well-being and permanence.

Job Purpose:

This role is expected to look into the management, program quality and reporting goals through the management of a multi-project portfolio (railway station, community and childcare institution based) focusing on child protection related interventions in Delhi/NCR region. The position will ensure that the project is implemented with high and consistent quality. Lead and coordinate the projects with field team and key stakeholders. Responsibilities include, but are not limited to:

Key responsibilities:

1. Based on the one-year project implementation plan, develop a weekly and monthly implementation plan.
2. Quarterly child protection awareness campaigns across 12 railway stations.
3. One street play each is implemented across 12 railway stations.
4. Document with evidence of the children being protected by railway officials along with their follow up status.
5. Implement 12 training per quarter for the Railway Protection Force, Government Railway Police, Station based stakeholders, District level authorities, Child Welfare Police Officers across the zonal, divisional and station level along the Delhi Howrah railway network.
6. Organise two felicitation events to appreciate the efforts of railway and district officials in child protection.
7. Convince the District Child Protection Unit (DCPU) and the Child Welfare Committee (CWC) of Ghaziabad and Patna to develop a process or protocol to coordinate with the respective district's railway personnel to ensure that children protected by them are produced before the CWC asap for the further process.
8. Convince the DCPU and the Child Care Institute to restore the children, protected at railway station, with family as early as possible, follow up to ensure they are safe and provide support post reunification so that they do not get separated from the family again.
9. Manage the implementation of the fellowship programme and ensure child protection fellows are identified within the planned timeline.

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10. Ensure updating of project record/MIS with quality inputs.
11. Ensure child wise weekly and monthly case management reporting.
12. Ensure quarterly project progress report.
13. Ensure Project Coordinators and other Team members are adequately supported in managing an efficient implementation of work on day-to-day basis through monitoring the progress against project plan, regular field visits, feedback and ensuring continuous support in managing crisis.
14. Conduct structured weekly and monthly reviews of the project(s) and assess the performance of each team member to recommend programme strategies to improve the implementation of the project in each location.
15. Conduct and ensure implementation of monthly one-to-one meetings as part of Performance Management and Development Policy & procedure.
16. Ensuring capacity building of team members on relevant act, SOPs related to programme implementation and team building.

General duties

- Uphold and work within Railway Children India's policies and procedures.
- Conduct yourself in accordance with Railway Children India's Child Safeguarding Policy and Code of Conduct Policy in personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children India's core values of Integrity, Bravery, Innovation and Effectiveness across the organization and partners.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

Expected competencies:

- 8-10 years of relevant professional experience
- Should have lead regional/state level teams and have had accountability for large goals in his/her previous assignments
- Post-graduate degree in Social Work/Social Sciences/Social studies or equivalent is essential.
- Project designing, planning, management and evaluation.
- Sound understanding of results-based management approach to programme planning, budgeting, review and monitoring systems is desirable.
- Excellent planning, leadership, interpersonal, collaboration, team management skills
- Knowledge of Juvenile Justice Act and its implementation status in India and relevant other legislations/schemes/policies related to child rights protection in India
- Knowledge of issues pertaining to children living in difficult circumstances.
- Decision-making and problem-solving skills
- Ability to provide constructive feedback and openness to receiving feedback, with the purpose of collective improvement.
- Dynamic and proactive with a 'do what it takes' attitude for the cause.
- Proven ability to be flexible in a team-oriented approach with diverse groups of people

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- Commitment towards working on the cause of children in difficult circumstances.
- Strong strategic, analytical, project management and document skills
- Proficiency in all applications of MS Office, especially Word and Excel
- Proficiency in English, Hindi
- Willingness to travel up to 10-15 days a month

Expected attitude:

- Demonstrable commitment to and the ability to uphold and promote Railway Children India's core values of Integrity, Bravery, Innovation and Effectiveness in all activities.
- Commitment towards working on the cause of children in difficult circumstances.
- Conduct yourself in accordance with the rules of 'Child Safeguarding Policy' and 'Code of Conduct Policy' in your Professional and Personal life-which includes reporting suspicions of child abuse or any breach of these policies
- Sensitive to the rights of children, especially on child protection and gender issues
- Sense of balance and ability to work under pressure

Compensation offered:

The offer made to the selected candidate shall be commensurate with qualifications, experience, salary history and Industry standards.

Job Reference:

'Program Manager – Contractual'

To Apply:

The eligible candidates may send their application along with a cover letter at careers.india@railwaychildren.org.in by May 20th, 2023. Please mention 'job reference' in subject line of application.

'At Railway Children India we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children are recruited. This post is subject to a range of vetting checks including police verification.'

Due to the high volume of applications often received, only those found suitable for the role will be contacted.