



Position: Manager, Programs and Innovations

Employer: CREA

Location: New Delhi, India

Position Background:

CREA is seeking a Manager –Programs and Innovation, who will be responsible for developing ideas and plans across CREA’s Strategic Objectives and geographies, along with senior team members; enrich and enhance thematic work with knowledge and nuance of local politics and language; and manage some of CREA’s India community based program implementation work. This position will be highly dynamic and requires excellent program management skills, leadership skills, analytical thinking and decision-making ability. Other important aspects of this position include supporting strategy development and program monitoring, evaluation and learning, assisting in resource development vis-à-vis the programs and representing the organization in different fora. The Manager –Programs and Innovation will be expected to work closely with the Director –Programs and Innovation, as well as other directors and managers.

Key Responsibilities:

Program Management and Implementation

- Lead development, coordination, and supervision of high-quality programs in partnership with other teams.
- Identify cross cutting and intersectional aspects from within geography.
- Ensure program documentation, management and reporting is of the highest quality.
- Manage the It’s My Body Program. This includes program design for working with Girls using Sports on SRHR, leadership camps and Sports camps; representing CREA in meetings; ensuring all reporting, decision-making, and other deadlines are met; developing and managing budgets that are on scope and time; managing the relationship with the donor, partner organizations and trainers.

- Develop knowledge resources
- Develop annual program plans, work plans and budgets.

Advocacy

- Support program teams on an as-needed basis to implement their program advocacy strategies.

Strategy

- Develop ideas and plans to deepen the impact of CREA's programs, using one or more of the 4 strategies in the geography.
- Enrich and enhance themes with knowledge and nuance of local politics and language.
- Identify cross cutting and intersectional aspects from within geography.

Monitoring, Evaluation and Learning

In collaboration with the MEL team:

- Analyze the data and identify successes and gaps.
- Oversee design and implementation of necessary improvements based on data and learning.
- Ensure program progress and learnings are consistently documented.

Organizational Responsibilities

- Represent the organization in local and global fora.
- Assist in writing proposals.
- Ensure good quality and on-time donor reporting vis-à-vis programs.

Key Characteristics

An ideal candidate should have the following qualities.

- Masters or equivalent degree in social work, community development, gender studies, human rights law, and/or related field
- At least 5-7 years of experience of working in the area of programme management on issues of sexuality, gender, reproductive health, and/or human rights fields in India
- Strong content base and excellent writing skills
- Fluency in English and Hindi languages (oral and written)
- Knowledge of information systems
- Excellent analytical skills; mature judgment combined with a proactive, energetic approach to problem solving
- Excellent interpersonal and team player skills
- Able to travel both nationally and internationally

Interested candidates who meet the required experience requirements should send their CV along with a cover letter, current and expected salary to jobs@creaworld.org by **3rd January, 2021**. Please include in the subject line the name of the position you are applying for. Only short-listed candidates will be contacted for the interview.

Organisational Profile

CREA promotes pluralism and equal opportunity, and is committed to diversity in its staffing and to the maintenance of an environment free of discriminatory employment practices. CREA's policy is to provide equal employment opportunity to all individuals. No individual shall be discriminated against because of his or her actual or perceived age, caste, class, disability, marital status, religion, or sexual orientation. Compensation will be based on experience and internal equity.