



## JOB DESCRIPTION

### Inviting applications for the **ROLE** Program Manager

<b>Reports to</b>	General Manager
<b>Role Objective</b>	Ensure that programs are rolled out as per approved program framework and key performance indicators and is operationalized through approved plans\proposals across project locations.
<b>Responsibilities</b> <b>In this role, you will be responsible for:</b>	<ul style="list-style-type: none"> <li>• Design, Implementation, monitoring and evaluation of the project(s)</li> <li>• Periodic monitoring of programs \ projects to understand their progress and re-strategizing program activities on the analysis drawn from monitoring</li> <li>• Preparation of reports and documentation with inputs from project team.</li> <li>• Ensure program and project monitoring on a monthly and quarterly basis. Closely monitor and review project activities, ensure that activities are on track, escalate emerging risks when activities are off track.</li> <li>• Building a strong team culture to deliver the organization’s program mandate</li> <li>• Make regular field visits / online visit to monitor the project progress and submit visit reports with observations and recommendations.</li> <li>• Assist in developing term of references for commissioning reviews studies, and evaluations and monitor these closely as per deliverables</li> <li>• Facilitate the development of program budgets, monitor the expenditure and ensure modifications as required</li> <li>• Participate in audit wrap up and follow up on the suggested actions in coordination with the Internal Auditor and Finance officers</li> <li>• Facilitate trainings, workshops, events, including identification of participants for Donor / project base events</li> <li>• Identifying new opportunity for interventions and contribute to project proposal development in existing account.</li> </ul>
<b>Desired profile</b>	<ul style="list-style-type: none"> <li>▪ Graduate   Post Graduate in any discipline</li> <li>▪ Minimum 5 years of experience in skill development industry</li> <li>▪ Should have experience in donor funded skilling projects</li> <li>▪ Excellent communication skills</li> </ul>

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