

Position: Program Manager, Bharatiya Vikas Trust (<http://bvtmanipal.org/>)

Location: Bangalore/ Manipal, Karnataka

Position type: Full Time

Preferred years of experience: 10 years and above in program strategy, leadership, and partnership management

About the organisation:

Bharatiya Vikas Trust (BVT) was founded by late Sri T. A. Pai, former Union Minister and a great visionary of India. BVT during the last 40 years has successfully implemented various projects of Central, State and Local Governments and national & international Developmental agencies.

The main mission of BVT is to bring a tangible change in rural life by focusing on developing solutions in areas of agriculture, governance, access to sustainable energy, education, self-employment, research and development.

BVT currently is looking for a dynamic individual with proven leadership skills, a keen interest to work on rural issues and a desire to take solutions to the most vulnerable communities.

Purpose of the Role:

The position reports to the CEO and is responsible to coordinate and liaise with stakeholders across different verticals on driving implementation of the program.

The position holder will design the program implementation plan, M&E plan and drive the setting up of a robust governance structure while working closely with funders and State Government. The person will spend a significant proportion of time on the ground and directly with project beneficiaries and senior management of the organisation.

Desired Qualification and Experience:

1. Post-graduate degree in Agriculture, social sciences, management or social work
2. 10 + years of experience in operations, business strategy & rapid scale expansion in the development/corporate sector with 3-5 years of experience in Strategy and Operations,
3. Strong knowledge and experience in working in the area of Renewable Energy (DRE) solutions for the improvement of agriculture – production and processing,
4. Prior experience of working with the State or Central Government will be preferred,
5. Result orientation, effective leadership, strong communication skills, influencing skills, stakeholder management, strong interpersonal skills and ability to work with people from varied backgrounds and levels
6. Good at writing reports and creating data dashboards
7. Possess good analytical and problem-solving skills
8. Ability to work independently and proactively, without support staff and with little supervision
9. Strong written and verbal communication skills and strong presentation skills
10. Strong experience in resource mobilisations and donor management,
11. Strong planning and organizational skills, and an ability to be able to set priorities, plan timelines and meet deadlines



Key Responsibilities:

- 1. Build and implement the operational roadmap in alignment with Bharatiya Vikash Trust's strategic plan**
 - Create the program design, M&E design and governance structures for the project,
 - Develop a concrete and comprehensive program operational plan and schedule,
 - Drive strategic operational initiatives, including coordination and collaboration with internal and external stakeholders, to ensure timely completion and delivery of outcomes.
 - Provide senior leadership and external stakeholders with regular value-added reports that identifies & tracks the status of the program, milestones and deliverables.

- 2. Operational planning and management**
 - Develop a robust M&E structure to monitor the day-to-day activities of the projects
 - Evaluates and designs the expansion into new district offices as per the program need
 - Ensure government permissions are obtained and renewed timely and build effective alignment and partnership with respective Government departments
 - Ensure accountability of delivery on achievement of pre-defined outcomes
 - Ensure accountability of delivery of programs and a focus on improving quality of outcomes

- 3. Human Capital Management**
 - Ensure effective and economic manpower planning for operations management and program delivery
 - Drive a culture of coaching and mentorship to facilitate capacity building of team
 - Ensure the effective functioning of the operations team while working in a matrix structure
 - Ensure recruitment of the project team
 - Community / Donor / Stakeholder Relations
 - Represent the organization at community engagement events
 - Participate in respective donor meetings and support donor reporting and engagement

- 4. Growth and Expansion**
 - Identify growth opportunities in CRS, and Government
 - Lead expansion with resource mobilization and team set up

Kindly send your applications (CV and cover letter) at hr@bvtmanipal.org with subject line **“Application for the post of Program Manager”**