



JOB DESCRIPTION

**Program Manager, India & Bangladesh,
Seva Foundation, New Delhi/ Hyderabad**

1. POSITION VACANT: Program Manager, India & Bangladesh, Seva Foundation, New Delhi/ Hyderabad

2. ORGANIZATION BACKGROUND:

Seva Foundation (Seva) is a global, non-profit, eye care organization working with partners in 19 countries to transform lives and strengthens communities, by restoring sight and preventing blindness.

Seva trains local eye care providers and develops self-sustaining eye programs around the world. Together with its partners, the organization provides critical eye care to underserved communities, especially women, children, and indigenous peoples.

Seva has helped more than 4 million blind people regain their sight in more than 20 countries.

For more information about **Seva**, please visit <http://www.seva.org>

3. JOB DESCRIPTION/ RESPONSIBILITIES:

Seva funds eye care initiatives in India and Bangladesh, in excess of US\$ 1.1 million, annually. The organization does not as yet have a direct presence in the region and would now like to position a senior development professional in Delhi or Hyderabad, to oversee and manage programs in the area.

The **Program Manager, India and Bangladesh (PMIB)**, shall report to the **Program Director** at Berkeley, California and be responsible for guiding and managing implementation of the **Global Sight Initiative (GSI)** in India and Bangladesh. The **PMIB** will work closely with partner hospitals in the region. S/he shall be responsible for preparing donor reports and communications, as well as representing **Seva** at key coordination meetings with frequent travel to partner hospitals across India and Bangladesh.

Key Roles and Responsibilities:

(A) Program Implementation

(1) Facilitate implementation of **GSI**, specifically **SCALE: Scaling Capacity and Learning to Effectively Deliver Quality Eye Care**, across all participating hospitals. This shall include, monitoring progress against deliverables, tracking expenditures against budget and coordinating the deployment of resources;

(2) Organize regular meetings (both in person and online) across participating hospitals, for joint learning and sharing.

(B) New Business Development

(1) In consultation with the **Program Director** at Berkeley, California, support new business development opportunities for eye care in India, using successes and lessons learned from **SCALE**.

(C) Visibility & Communication

- (1) Initiate and maintain regular communication with **Seva** staff and partner hospitals, as necessary, to facilitate project implementation and monitoring. This shall include correspondence on technical support needs, financial spending, program monitoring etc.);
- (2) Review donor reports using monitoring data and narratives submitted by partner hospitals and summarize the same for external sharing.

(D) Monitoring & Evaluation

- (1) Ensure monitoring systems for **SCALE** and other **Seva**-funded projects are in place and utilized by hospital partners to submit project data;
- (2) Conduct regular monitoring visits to partner hospitals, to discuss progress, identify challenges and agree solutions;
- (3) Provide support to evaluation efforts for work in country, including process and impact evaluations. This shall include facilitating, supporting and monitoring external evaluators and academic institutional partners.

(E) Representation

- (1) Represent **Seva** at VISION2020 meetings;
- (2) Coordinate with other INGOs working in India, to leverage shared synergies;
- (3) Represent **Seva** at events, as requested.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualification:

Applicants must be post graduates in health administration, business administration, public health, or other related field.

Experience:

- (1) Candidates must have at least five years of experience with humanitarian, development, or similar organizations, of which three must specifically be in managing projects involving multiple partners;
- (2) Proven record in delivery against strategy and stated targets;
- (3) Experience in building relationships and alliances, across all levels in diverse organizations, both internally and externally;
- (4) Experience in effectively managing partner relationships, demonstrating partner growth and satisfaction with services.

Skills and Competencies:

- (1) Excellent oral and written English communication, including proven success communicating in challenging and cross-cultural contexts;
- (2) Highly organized and self-motivated, able to work efficiently on his/her own;
- (3) Excellent technical computer skills;
- (4) Proficiency in Bengali and Hindi, or another widely spoken Indian language, is desirable;
- (5) Ability to travel, in India and Bangladesh.

5. APPOINTMENT:

The selected candidate shall be offered a two-year consultancy contract by **Seva Foundation**, Berkeley, California, renewable annually based on performance.

6. COMPENSATION OFFERED:

Gross compensation budgeted for the position is attractive. The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

7. LOCATION: The incumbent shall be based in at New Delhi or Hyderabad

8. REFERENCE: POIB-SEVA

9. CONTACT INFORMATION:

Senior Consultant
Strategic Alliance Management Services P Ltd.
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New Friends Colony, New Delhi 110 025
Phone Nos.: 011- 2684 2162; 4165 3612
Email: poib-seva@sams.co.in

10. LAST DATE FOR APPLICATIONS:

Eligible candidates interested in this position are requested apply to **poib-seva@sams.co.in** with a cover letter, discussing their interest in and suitability for the position, along with an updated resume, giving details of three references, current cost to organization and expected compensation, by or before **December 10, 2018**. For further details, please visit our website **www.sams.co.in**.