

Habitat for Humanity India

Job Description

Position Name	Regional Director – HUB
Reports to	Sr. Director – Programs
Location	Karjat / Chennai / Delhi
Supervises	The HUB Staff
Works with	Senior Leadership Team Program, technical team in APO
Grade	C

**About Habitat:**

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global non-profit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 1.7 million people to build or improve a place they can call home. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower. To learn more, donate or volunteer, visit [www.habitatindia.in](http://www.habitatindia.in)

Habitat’s long term strategic goal for 2015-2019 is to impact 5,00,000 individuals through affordable shelter interventions Habitat through its network of partner organizations promote integrated development aimed at impact, scale and sustainability.

**Position Purpose**

The Regional Director - HUB leads the program vertical in Habitat for Humanity India. S/he provides the leadership in operationalizing the strategy plan for Habitat India through the HUB.

**Key Responsibilities**

**1) Program creation, proposal, implementation and consolidation**

- Working closely with the fund raising team to provide technical inputs in building quality funding proposals, leading the need analysis, negotiating terms with the prospective donors where ever possible or guiding the local RD and program team
- Clearly identify objectives and select the appropriate methodology that will produce the results to address the need
- Support in identifying risks and assumptions and structure the project to mitigate against those risks.
- Set up indicators that are valid, reliable, relevant, technically feasible, specific, culturally sensitive and cost-effective coupled with the ability to monitor progress, based on indicators and produce timely, reliable reports.
- Plan for storage and distribution of project information to staff and key stakeholders for continuous improvement as well as follow-up.

- Support RD to project diverse, holistic programs to donors and in providing technical and program delivery concepts/plans.

## **2) Technical Support**

- Participate in national level evaluations and facilitate regular implementation of partner program evaluations. The procedures for program monitoring and evaluation address both the effective use of inputs and the effectiveness of outputs.
- Building/Construction-To carry out a study on all aspects of building and housing construction and assist Habitat Staff and NGO Partners in solving problems of planning designing, implementing construction including disaster mitigation in LCH (Low Cost Housing) with a view to achieve economy, convenience, functional effectiveness and efficiency, time schedules, productivity in construction, ecological and environmental sustainability and energy conservation. Provide technical assistance through trained manpower in building standards, reference documentation, policies and procedures in construction and other development issues.

## **3) DRR**

- Keep in place a Disaster Preparedness/Response Plan consistent with HFHI policy/guidelines.
- Implement Code of Conduct of the Red Cross/Red Crescent, and NGOs in Disaster Response. Utilize the Humanitarian Charter and Minimum Standards in Disaster Response (SPHERE) and any other best practices.
- Ensure disaster response programs are centered in the concept of providing shelter assistance within a framework of long-term recovery and sustainable development.
- Promote active engagement and participation of disaster-affected families in program/project design and implementation
- Participate actively in coordination and networking mechanisms to enhance post-disaster programs & interventions

## **4) Volunteer Program**

- Implement and Monitor the hosting of volunteers in the region.
- Create volunteer opportunities to further the organization's work,
- Working with multiple agencies across different sectors in order to establish good working relationships to influence decisions about volunteering.
- Monitor the volunteer engagements.
- Provide leadership and supervisory support to Volunteer program staff.

## **5) Strategy and Implementation**

- Preparation of a detailed operational plan, milestones and indicators for operations department
- Responsibility for upkeep of the Standard Operations procedure
- Drive the strategy into implementation, translating into action.
- Review systems and procedures and suggest for changes where needed periodically.

## **6) People Management**

- Build and lead an effective and cohesive management team
- Hold regular team meetings to plan work and discuss progress and problems.

- Regularly review and assess the performance of operations, conduct supervision meetings and manage the periodic performance assessment process.
- Work with HRD to develop a strong performance driven approach at all levels which is outcome / achievement based.

#### **7) Overall Operations Management**

- Keeping the overall program operational plan as the basis discuss mutually agree between regions / district offices, on achievement of targets region wise, district wise and block wise.
- Closely follow, guide and review the region / district team for target achievement and quality of achievement.
- Monitor and ensure adherence to organizational policies, procedures and best practices.
- Lead the collation of operational MIS, ensure periodic reports are prepared and shared such as monthly progress report, quarterly progress report.
- Maximize the effectiveness and efficiency operations on an ongoing basis.

#### **8) Portfolio Management:**

- Managing and devising strategy for managing the portfolio of loans
- Responsible for keeping a healthy repayment rate pan India.
- Tracking partner wise repayments and analyze and address issues or reasons behind repayment rate drops.

#### **Key Qualities required**

- Post-Graduation in social sciences, management with preferably an engineering background
- Total work experience of 10 years and above.
- Knowledge on construction, real estate business is a must
- Languages:
  - o Exceptional quality to read and write in English
  - o Decent working proficiency in Hindi
- Proven record of leadership and influencing people for higher performance, ability to coach senior level staff.
- Experience of effectively leading a team and working in a leadership role for not less than 5 years.
- Experience of managing and effectively delivering large scale program implementation
- Willing and able to travel extensively in programmatic areas to review, monitor progress and assist the mid managers.
- Proven ability to influence, challenge and negotiate at senior levels using sound judgement
- Excellent communication skills in English (verbal and written), with the ability to provide clear and effective advice on a range of people issues.

Excellent coaching and mentoring skills and an approach that builds capacity rather than dependency, particularly with senior managers.