

## Job Description

**Position Name** : Manager – Program  
**Reports to** : Regional – Head  
**Location** : All Clusters

### About Habitat For Humanity India:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity India began in 1983 as a grassroots effort. The housing organization has since grown to become a leading housing nonprofit that has helped over 57,000 underprivileged families in India build or improve a place they can call home. Through its housing, WASH (Water, Sanitation, and Hygiene) and disaster risk reduction and response programs, Habitat for Humanity India has positively impacted the lives of more than 3.6 million people. 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.org](http://www.habitatindia.org)

### Position Purpose:

The Manager Program is responsible for planning and implementing projects by engaging with communities to ensure sustainable long-term impact and resilience. This role involves executing project interventions aligned with key documents such as the project proposal, MoU signed with the donor, project summary, and the approved cost recovery budget. Ensuring a comprehensive risk assessment and develop a mitigation plan for the project geography. delivering key operational aspects not limited to ensuring the quality, consistency, and timeliness of project execution to meet strategic objectives

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### Key Responsibilities:

- **Project Implementation & Monitoring (40%): Develop and refer to Project Summaries (PS) and Project Completion Reports (PCR)** based on approved proposals, budgets, and MoUs signed with donors. Build detailed implementation plans and budget cash flow statements to track progress and ensure achievement of project goals. Lead community engagement initiatives, fostering ownership and active participation in the projects. Conduct thorough risk assessments and develop mitigation plans to address potential project risks. Orient cluster teams and contractors on HFH-NO protocols, policies, and safety standards to ensure compliance. Continuously monitor project activities, ensuring they align with budget utilization and deliver desired outcomes
- **Project documentation and reporting (20%):** Maintain meticulous records of original and key documents for review and audit purposes. Track project activities and budget on a monthly basis, ensuring alignment with planned objectives. Prepare quarterly and final project reports in coordination with Regional Monitoring, Evaluation, Accountability, and Learning (MEAL) teams. Compile and present quarterly Global Monitoring Tool (GMT) reports for the cluster, sharing insights with MEAL and Regional Finance teams for comprehensive review

- **Community Engagement and Mobilization (20%):** Support field teams in effectively mobilizing communities for project implementation. Build and nurture strong relationships with local communities, involving them in planning and execution to foster project ownership. Conduct social and behavior change communication drives within communities to promote the upkeep and maintenance of housing and sanitation units.
- **Networking & Collaboration (10%):** Establish and maintain strong networks with local governments and key stakeholders to facilitate project implementation. Explore opportunities to collaborate with government flagship programs, ensuring alignment with program strategy guidelines. Conduct detailed stakeholder analysis and develop engagement strategies to enhance project effectiveness.
- **Need Assessment, Data Collection & Capacity Building (10%):** Conduct comprehensive needs assessments, capturing community requirements to inform development plans. Facilitate baseline surveys, consolidating household information and authenticating data with local government authorities. Train cluster teams and volunteers on community-level data collection in collaboration with Regional MEAL teams. Orient cluster teams, stakeholders, and contractors on safeguarding protocols, ensuring strict adherence. Mentor cluster teams, guiding them to perform their defined job responsibilities effectively and efficiently.
- **Safeguarding:** Adhere strictly to safeguarding protocols set by the organization, ensuring the safety and protection of all stakeholders involved in the projects

## Education & Other Qualifications

- Post graduate in Social Science/Management/ or equivalent qualification. Proficiency in Microsoft software like MS Word, Excel, Sharepoint, etc.,
- 5-8 years of experience working in the social development sector, managing the projects
- Experience of working with the communities, development organizations and government entities.

### Habitat For Humanity India : Values

- Humility: We are part of something bigger than ourselves
- Courage: We do what's right, even when it is difficult or unpopular
- Accountability: We take personal responsibility for Habitat's mission

## Safeguarding:

At Habitat for Humanity India, we are committed to a culture of safeguarding and ensuring the safety and well-being of all individuals, especially children, involved in our programs. We uphold a strict zero-tolerance policy towards any form of harm or abuse. We expect all employees to adhere to our safeguarding behavioural code of conduct, prioritizing the best interests of the child and promoting a speak-up culture.

Interested candidates should submit their application to [recruitment@habitatindia.org](mailto:recruitment@habitatindia.org) with the subject line **“APP: Program Manager – Location Full Name”**.