

## Job Description

**Position Name** : Regional Head (South)  
**Reports to** : Director - Projects  
**Location** : Chennai

### **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 Regional Head is responsible for strategic planning and management of the projects in coordination and collaboration with internal and external stakeholders thereby creating long-term impact in the community and simultaneously building the regional program to sustain for a development cause. The Regional Head is responsible for the execution of grant projects from its inception till the closure and simultaneously works towards building relationship with the project donors & other key stakeholders. It is also expected from the Regional Head to uphold the organizational behaviour, safeguarding and staff management to drive Habitat India's vision and vision.

### **Key Responsibilities:**

#### **Strategic Planning and Management of the program (30%)**

1. Take lead in developing Regional Implementation Plan, aligning with the Habitat India's Country Strategic Plan.
2. Prioritize urban and rural interventions analyzing data and community need.
3. Initiate cluster approach and develop roadmap for each cluster.
4. Guide the process of collecting primary data/information on urban and rural housing in the region.
5. Innovate and incubate new housing projects with climate adaptation/readiness.
6. Adopt/Adapt varied program models in the intervention area with a scope of reaching the households with housing solutions.

#### **Resource planning, mobilization and management (20%)**

1. Support RD in developing donor strategy for the Region.
2. Support preparation of need-base proposal in the designated ADP and non-ADP area.
3. Support RD during the donor meetings with the project progress and way-forward.
4. Lead the development of quality proposal mobilizing the internal resources.
5. Develop Cost Recovery Budget for all the projects as per guidelines.

### **Project Implementation and monitoring (30%)**

1. Ensure implementation of the projects adhering to DIP, budget, and SoPs
2. Develop project documentation and reporting systems aligning with the donor's requirement.
3. Oversee the planning, execution, and completion of projects in the intervention areas
4. Ensure that the projects adhere to the defined quality standards, timelines, and budget framework
5. Ensure application of Risk Assessment Matrix in all the communities where we work.
6. Focus on developing & implementing evidence based programs, involving the community.

### **Networking & Collaboration with external stakeholders (5%)**

1. Develop collaborative working with the government entities and key stakeholders.
2. Develop networking with the PMAY- flagship program, outreach the needy community with housing solutions.
3. Advocate for policies and practices that support affordable housing and sustainable community development.

### **Team management, Capacity Building, and Strengthening the Human Resources (10%)**

1. Facilitate Periodic team meeting and discuss on project progress, quality aspects and timeline.
2. Prepare Capacity Building Plan (referring to PA), support for training and development opportunities
3. Lead and mentor the team members, support them in developing the improvement areas.
4. Assess the performance of the team members periodically/quarterly and share your feedback for improvement.
5. Orientation of staff on safeguarding, enhancing their skills for risk assessment and mitigation

### **Disaster Preparedness and Response (5%)**

1. Identify the risk prone area in the geography and develop the community for disaster resilience.
2. Facilitate mapping the disaster prone area in collaboration with the local government and CSOs.
3. Develop volunteers in the communities to support the disaster response program.
4. Extend support to the technical expert in planning and designing the disaster responses program in the region.

### **Education & Other Qualifications**

- Post graduate in Social Science/ Management/ or Equivalent qualification
- 10+ years of work experience in the social development sector, leading large scale projects.
- Experience of working with the communities, development organizations and state government entities.

### **Technical/Behavioural Skills**

- Articulate the vision, Leading Change, Build and Manage Relations, Drive success and accountability, Creating innovation, etc.
- Planning & Management Skills, Excellent organizational planning and analytical skills, Grant Management, Team Management Skills, etc.

### **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.

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Interested candidates should submit their application to [recruitment@habitatindia.org](mailto:recruitment@habitatindia.org) with the subject line ***"APP: Regional Head - South Full Name"***.