



Samajik Seva Sadan

Position	: Program Director
Location	: Subdega, Sundargarh
Duration	: 4 years

Who we are

SSS is a grassroot NGO working for the Tribal, backward, and vulnerable communities in Dhenkanal and Sundargarh districts of Odisha. Established in 1985 it has achieved many milestones in improving the lives of poor communities. SSS has taken the stand that structural poverty can be eliminated if people are empowered to participate in the development process.

SSS vision is to “Mobilize support service & Implement pro-people programs for structural poverty alleviation with a direct Poverty Alleviation Input, Social Reconstruction, Policy Advocacy, Empowerment of Women & Gender Equity, Total Health, Capacity Building of Youth, Skill Development of Children & Infrastructure creation for and by the people”.

Do you share the similar vision?

Do you feel future can be equal?

Do you have the zeal and commitment to work to eliminate poverty?

Do you believe that you have a duty towards creating a just society?

If your answer is **YES**, for the above questions then please do apply for the attractive position of **Program Director** with SSS. We would be happy to hear from you.

Job purpose:

Program Director is an exciting role and designed to play key role in the development of the organization and its program profile. H/She will be primarily responsible to lead the design, implementation, management, and coordination of effective and appropriate pro-people program that contributes to reducing poverty by systematically supporting the empowerment of the Tribal, backward and Dalit communities.

Team purpose:

Program Director is a member of Senior Management and expected to provide leadership to the statewide program. H/She will be an excellent team player, directly working with both program and support team, and ensure an outstanding coordination between them. Program Director will have to create conducive work culture so that team spirit is fostered and promoted.

Job Details:

Post holder reports to	Executive Director,
Jobs reporting to this post	Project managers, HR Manager, technical leads,
Budget responsibility	Yes
Dimensions:	The following responsibilities are not exhaustive. They aim to provide a clear sense of the nature and scope of jobs at this grade.

KEY RESPONSIBILITIES**Provide strategic leadership to realise organizational vision and mission**

- Program Director (PD) is the member of the Senior Management Team (SMT) and plays a pivotal role in leading the program team to fulfil the objectives of the organization in line with the vision and mission.
- PD provides leadership to strategic implementation of project goals and works with multiple stakeholders.
- PD plays a critical role to the development of the program strategy and conducts the donor mapping for the resource mobilization.
- PD keeps the organization up to date with the changing development needs and ensures that organizational planning process address these.
- PD takes the lead role in in drafting and reviewing grant / project proposals and ensure that SSS meets all contractual obligations and develops high-quality proposals.
- PD provides thought leadership and ensures that senior staff have periodic program review meetings and address emerging challenges in operation and implementation.

Program development, planning, implementation:

- Under the supervision of the Executive Director, Program director (PD) plays a significant central role in developing the program focus areas in line with the organization strategy.
- Actively contribute to program development that includes needs assessment, situation analysis, proposal writeup etc.
- Support Executive Director in resource mobilization and negotiation of appropriate resources in collaboration with Program and Funding team.
- Coordinate with the Potential partners who have similar aims and objective that of SSS.
- Lead the process of planning and implementation of the projects and ensure that they are implemented in timely manner.
- Ensure accountability, transparency, organizational values, and professional standards are maintained in at all levels of program implementation.
- Ensure the cross-cutting issues of Gender and protection are adequately incorporated into the program implementation of the partners.
- Undertake any assignment as may be directed by Executive Director related to strategic issues of the organization.

Teamwork and Coordination

- Actively promote team spirit among various departments and enhance collaboration, coordination, and joint planning.

- Close follow up and coordination with the program team especially Project staff, Finance, HR and MEAL team to ensure program goals are achieved.
- Create conducive work environment within the program and encourage staff to imbibe the organizational values and standards.
- Strengthen coordination in the team by supporting joint planning meeting, joint visit to the fields
- Support coordination with the external stakeholders such as RRS, UNHCR, other WaSH partners, and others as appropriate

External relationship management:

- Lead the process of identification potential partners with whom SSS can play a collaborative role to address the key developmental issues of Tribal and Dalit communities.
- As and when possible, lead on strategic partnership development with other likeminded institutions, CBOs, Tribal leadership, intellectuals etc.
- Prepare briefing notes for the meetings, seminars organized by SSS on key issues affecting the development process of Tribal and Dalit communities.
- Support on the capacity building of the SHGs, CBOs and other organizations / community-based institutions that are established and will be established in future.
- Maintain strategic relationship with the diverse tribal community leadership and support them in protecting and preserving the Tribal identity, Values, and promote social cohesion.
- Represent SSS, as per the delegation through the line management, in appropriate coordination fora at district and state level with government authorities, NGOs, private sector, and donor agencies.
- Support the Executive Director in developing the advocacy agenda and strengthen influencing efforts in correspondence with the SSS strategic goals.

Monitoring, Reporting & Learning

- Ensure a strong MEAL system is in place and the MEAL staff are well capacitated to fulfil their task of monitoring.
- Ensure all donor reports are submitted on time to the Funding Department and are of high quality through effective coordination with the response team and funding and grant teams
- Ensure that gender and protection are integrated into MEAL processes; setting specific indicators for process monitoring and follow-up; advising team in getting gender-specific information through spot monitoring. Post Distribution Monitoring (PDM) and other MEAL processes.
- Initiate documentation process to capture learning and changes; support team to collect and analyses sex and gender disaggregating data, utilize gender and protection-sensitive tools and processes of assessments, data collections, and research; initiate regular gender assessments and analysis.

People and Leadership management

- Manages / supervises performance of direct reports in line with SSS policies, ensuring that they have the necessary induction, training, support and effective management against agreed objectives.
- Manages direct reports, volunteers and consultants/service providers that may be assigned to

the project, and ensure competencies are equal to the program's demands.

- Supports line reports in ensuring that they maintain well-being and work-life balance.
- Provides support to the team members in a timely manner to meet project and learning needs.
- Provides recommendations to line manager/HR on issues related to managing staff performance and other related concerns.

The above are indicative only. The Executive Director may assign any other responsibility in the interest of the Program and delegate PD to represent SSS at appropriate forums, externally.

PERSON SPECIFICATION

SSS would like to see that the right candidate for the position of Program director is compatible with our following values:

- **Equality:** We believe everyone has the right to be treated fairly and to have the same rights and opportunities especially in the context disadvantaged Tribals and Dalits.
- **Empowerment:** We acknowledge and seek to strengthen community participation in development process with ability to raise voice in the governance system.
- **Inclusiveness:** We support diverse contributions of all stakeholders and community themselves to fight against poverty and injustice.
- **Accountability:** We take responsibility for our actions and inaction and hold ourselves accountable to the people we work with and for.
- **Courage:** We are able to stand up to Power to speak for the poor with conviction that development opportunity is everyone's right.

EDUCATION, EXPERIENCE, KNOWLEDGE & COMPETENCIES

EDUCATION:

- Post Graduate Degree or Graduate Degree from a recognized University/college in any of the streams of Social Development, Social Science, Rural and Urban community development management, National Policy development, Agriculture (with strong focus on social development / food security) Natural Resource Management or any other similar studies that are very much related to Development and Just society and can bring value to the Job roles and responsibility.

EXPERIENCE:

- Relevant experience of 15 years. However, for the Postgraduate holders it can be 10 years if the candidate has substantial senior management experience.
- The ideal candidate must have experience of budgeting, planning, program cycle management, and at least 2 years of supervisory/managerial experience for Postgraduate degree holders and 4 years for Graduate degree holders.
- Good experience of working on development projects and good analytical skills on current social affairs.
- Good experience of working for the Tribal and or Dalit community.

KNOWLEDGE:

- Knowledge and understanding of root causes of poverty, Tribal food economy, Rural and Urban Food Security and Livelihoods, Gender mainstreaming, etc.
- Knowledge on application of various tools to conduct assessment of key social issues.
- Effective and functional knowledge on MS office especially on MS Word, Excel, Power point, Paint / Photoshop etc.
- Knowledge of Sundargarh District in particular and State of Odisha in general. However, this could be commensurate with good working experience with Tribal and Dalits in other states.

COMPETENCIES:

- Visionary leadership
- Strategic thinking
- Leadership & management
- Written and verbal communication skills
- Decision making
- Adaptability
- Creativity
- Self-starter

REMUNERATION AND BENEFITS

For the “Right Fit” candidate SSS will not hesitate to pay a competitive package. However, the full scale of remuneration will be confirmed after the probationary period of 6 months.

However, the starting salary is proposed at 50,000 at the time of joining.

WHO CAN APPLY AND THE APPLICATION PROCESS

The candidate can be from any state but should be able and willing to relocate in the semi urban location of **Subdega block, in Sundergarh district, Odisha.** Adivasi and Dalit candidates are encouraged to apply.

We also strongly encourage the women candidates to apply.

Please send your application (**updated CV and a cover letter demonstrating your suitability for the job**) to the email: sssorgdcl@gmail.com , immediately. This is a running recruitment and could stop if suitable candidate is found, and the advertisement will be removed from our website (sssdclindia.org) Only the short-listed candidates will be called for the interview face to face.

The interview will start from **20 May 2023**.