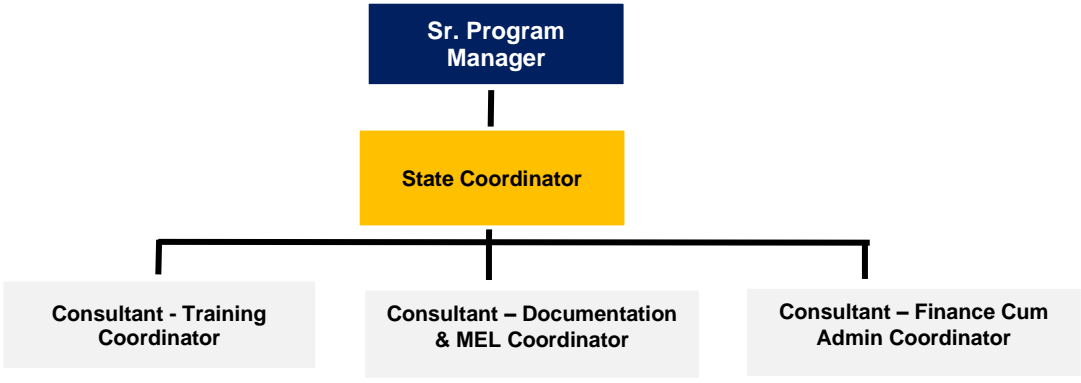


JOB DESCRIPTION	
Position Title	State Coordinator
Department/ Function	Miracle UNICEF Program
Band	Manager
Location	Pune
Direct Reporting to	Sr. Program Manager - UNICEF
Reportees	Consultant - Training Coordinators, Documentation & MEL Coordinators and Finance cum Admin Coordinator
About: Miracle Foundation India	
<p>For the past 10 years, Miracle Foundation India has improved the lives of more than 15,000 children and impacted nearly 300 Child Care Institutions. Today, we are an industry leader in family-based care, helping to reunite children with families, and working at the local level to keep children from ever entering the childcare system in the first place.</p> <p>We utilize the power of data to create real, sustainable change. Our proven Thrive Scale™ methodology is based on the UN Rights of the Child and allows us to systematically measure and improve all aspects of a child’s well-being, both in an institutional setting and as they transition to a family.</p> <p>In order to achieve this, we have two goals:</p> <ol style="list-style-type: none"> 1. Prevent children from entering the system in the first place. Every day around the world, social workers, caregivers and government officials make decisions that impact millions of vulnerable children. Along with UNICEF and other partners, we provide highly specialized training and educational resources for these “boots on the ground” workers in the childcare ecosystem. <p>Through this collaboration, Miracle Foundation India has trained 2300+ government officials and caregivers and activated community and youth led initiatives. All of this outreach works to identify and support at-risk children and vulnerable families long before formal interventions become a necessity. This is the future. This is how we break the cycle.</p> 2. Transition children from childcare institutions into families. After years of supporting children in childcare institutions, we now focus on helping children transition to family-based care. To facilitate this, we’ve adapted our Thrive Scale™ to measure and activate a child’s rights after they return home. Part of this work also involves encouraging childcare institutions to buy-in on the concept of family reunification. <p>Miracle Foundation India is a Section 25 NGO which is responsible for executing all programs in India and is a part of the Miracle Foundation global organization which is registered in the US as a 501(c)(3) non-profit</p>	
Organization Chart	
 <pre> graph TD A[Sr. Program Manager] --> B[State Coordinator] B --> C[Consultant - Training Coordinator] B --> D[Consultant – Documentation & MEL Coordinator] B --> E[Consultant – Finance Cum Admin Coordinator] </pre>	
Key Purpose of the Role	

- This position is responsible for leading the effective implementation of programs for the assigned state in line with the objectives of the Program; design and delivery of quality programs in terms of outcomes, impact and compliances; and effective monitoring and evaluation of the programs in the state.
- The position is responsible for the initiation, implementation & overall management of the program.
- This position is responsible for the development, coordination and management, of all trainings and capacity building at various levels as per the project design. This would include Knowledge and skill enhancement of the government child care and protection functionaries across the State; Capacity building and hand holding of local partner organisations engaged in family strengthening and establishment of a range of preventive and responsive community-based services – community development networks, child resource centres.

Key Roles & Responsibilities

Strategy & budgeting

- Support the Sr. Program Manager in developing the implementation strategy in alignment with the strategic objectives for the state and create budgets
- Ensure successful and on time delivery of programs based on Miracle Foundation India UNICEF Program objectives
- Interact closely with the Technical Expertise team in the Head Office and coordinate to seek their support as and when required
- Ensure smooth and effective functioning of training events/workshops at all levels by overseeing those logistical arrangements, training session management, vendor relationships for training sessions are carried out timely and appropriately by the state project team.
- Ensure direct, plan and coordinate the work of the team including supervision and evaluation, training and team building throughout the project duration.

Program Management

- Lead team of training coordinators, finance coordinators & documentation officer needs to ensure qualitative conduct of the program.
- Ensure timely and qualitative documentation of this entire phase of training - monthly reports, training reports, mentoring exposure visit reports, quarterly reports.
- Facilitate and support the Training Coordinators for creation of a core group of master trainers from Government Officials trained across the state of Maharashtra also support in creation of a follow-up plan post training of district officials in state.
- Facilitate and support Training Coordinators and master trainer government officials to conduct knowledge and skill enhancement sessions for CCI's on standards of family based / alternative care across the state of Maharashtra.
- Ensure quality mentorship of respective CCI's by the team of training coordinators for deinstitutionalization of children, reunification with families / family based / alternative care placement avenues.
- Oversee development of a state level legal framework, policy and strategy manual on family based / alternative care in coordination with state project team.
- Participate in the Program Committee Review as well as the Steering Committee Review meetings along with other members from Miracle team, government and other concerned.
- Utilize project management tools, such as log frames and Gantt charts, to ensure all the milestones are tracked and

reported

Financial Monitoring

- Ensure adoption and adherence of the organisation's financial management principles, standards, and controls in the zone
- Monitor and ensure that project activities are implemented as per the project workplan and in alignment with corresponding allocated budget.
- Oversee preparation of budget variance analysis by the finance coordinator and share the same with the Associate Director, Finance.
- Guide Finance Coordinators in preparing financial reports such as statement of expenditures (SOEs), funds requests.

Monitoring Evaluation & Learning

- Ensure the development of robust program quality monitoring and evaluation systems and their implementation in the zone
- Ensure availability of relevant data to the Lead, M & E for evaluation and tracking of progress made by participants through application of the training programme, the family strengthening, community development network carried out by partner organizations at respective locations.
- Ensure that the programmatic inputs/ data for MEL is provided in time and as per the required formats to the MEL team by the Documentation Coordinator/ Training Coordinators.
- Advise corrective actions / expediting activities if there are back logs based on M&E studies / review of financial reports
- Incorporate best practices and learning into programs in the state

Partnerships & Collaborations

- Facilitate and accompany Government Officials for mentoring exposure visits to Miracle mentored home and conduct series of mock trainings with home staff.
- Identifying linkages, new partners and potential trainees, trainers, translators as required.
- Liaisoning and coordinating with Government Departments WCD, UNICEF, Miracle Foundation India Head Quarters, CCI's, local partner organisations working on family strengthening, community development networks and other stake holders.
- Build and manage relationships with key stakeholders in all states in the state
- Showcase Miracle Foundation India UNICEF programs in the state to the Government, Civil Society bodies etc., by sharing evidences & best practices from the field

Resource Mobilization Support

- Identify potential partnership opportunities from state and district governments in the state
- Support the Resource Mobilization team by providing technical support while approaching these potential donors to showcase Miracle Foundation India work in the state

People management

- Lead, manage, and motivate the team, creating an environment that enables staff to maximise their potential and facilitates high performing teams
- Address the skill development needs of the team members and lead capacity building for the team to deliver quality programs

- Strengthen inter-team communication, engender good team dynamics and resolve internal issues as required

Miscellaneous

- Any other assignment given by India Country Head & Sr. Management.

Internal Relationships

Role – Department	Frequency of Interaction	Purpose of the Interaction
Strategy & Technical Expertise	Weekly / Monthly	<ul style="list-style-type: none"> - Coordinate for technical guidance to Program team - Roll out of new grant projects in the zone
Resource Mobilization	Monthly	<ul style="list-style-type: none"> - Donor reporting & Donor visits - Providing inputs for Proposal Development - Exploring potential fundraising opportunities in the zone
MEL	Biweekly	<ul style="list-style-type: none"> - For Monitoring & Evaluation of Programs
Finance & Accounts	Monthly	<ul style="list-style-type: none"> - Review of Monthly Financials - Approval request for additional funds from CCIs - Preparation of agreement and budgets
HR	As needed	<ul style="list-style-type: none"> - Recruitment of vacant positions

External Relationships

Role – Department	Frequency of Interaction	Purpose of the Interaction
Implementing Partners	Monthly	<ul style="list-style-type: none"> - Strategic Planning and providing strategic directions for Program Implementation; - Conflict management; - Conducting program reviews, - Capacity building
Other NGOs/Networks /UNICEF	Weekly/ Monthly	<ul style="list-style-type: none"> - Partnerships & Collaborations
Government agencies (State departments, Mission offices, District Magistrates etc.)	Quarterly	<ul style="list-style-type: none"> - Collaborative work for systemic change - For exchange of information - To provide orientation or trainings - Resolving bottlenecks

Education & Experience Required

Education	Experience
<ul style="list-style-type: none"> ○ Post-graduate degree in development studies, social sciences etc. from a reputed university/institute 	<ul style="list-style-type: none"> ○ 10+ years of relevant work experience in similar organisational/functional context ○ At least 3 years of Management experience. Experience of working in the state would be an added advantage.

Preferred Skills

- Strong management, facilitation & leadership skills
- Ability to organise, plan, and prioritise work
- Good knowledge of the issues related to the state and sector
- Instructional design knowledge and experience with e-learning technology and software.
- Good Knowledge of different types of training content delivery practices and desire to keep abreast.
- Experience in development and delivery of training materials

- Experience in projects on child protection
- Experience of working with government along with an understanding of the issues involved
- Good knowledge of various stakeholders involved in the state
- An understanding of national development context, especially in child protection
- Ability to lead financial and budget management processes and ensure high level of accountability to internal and external stakeholders
- Good communication skills, both verbal and writing in English and preferably, vernacular, along with superior networking abilities
- Respect for the core values of Miracle Foundation India and high level of empathy towards the project participants and the children we serve
- Capable to think innovatively and creatively to accomplish organisation objectives

Child Safeguarding Policy

Any employee, consultant, contractor or the supplier undertaking an activity on behalf of Miracle Foundation must sign and comply with the Miracle Foundation's Child Safeguarding Policy which is a statement of Miracle Foundation's commitment to preventing abuse and protecting children with whom it comes into contact.

This extends not only to children with whom Miracle Foundation and its partners work directly with, but also includes children whom staff are responsible for. Miracle Foundation believes that the situation of children must be improved through the promotion of their rights supported and demonstrated by all members of staff. Miracle Foundation's India Code of Conduct sets out the standards to which all staff members must adhere.