



JOB DESCRIPTION

Position Title	District Program Manager
Department/ Function	Program
Band	Senior Coordinator/ Coordinator
Location	Agartala, Tripura
Travel	Upto 40 %
Direct Reporting to	State Head
Reportees	-
Salary	4.45 -5 LPA

About: Miracle Foundation India

Working with the vision of a family for every child, for the past 10 years, Miracle Foundation India has emerged as an industry leader in family strengthening (FS) and family-based alternative care (F-BAC), helping to reintegrate children with families, and working at the local level to prevent child separation from family.

In order to achieve this, Miracle Foundation India focuses on the following three program objectives:

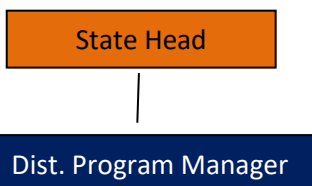
1. **Prevention & Gatekeeping** –children stay in families through effective gatekeeping by the social workforce
2. **Transition** – transition children from institutions to families /F-BAC options through support to Government
3. **Youth Enablement** – enable youth and care leavers to live a meaningful and productive life

The inherent approach of Miracle India's work has been about capacity building, strengthening the existing systems to support the Government and civil society organisations in strengthening FS and F-BAC in keeping with the vision of the Juvenile Justice (Care & Protection) of Children Act 2015.

Miracle India utilizes the power of data to create real, sustainable change, the organisation's proven Thrive Scale™ methodology is based on the UN Rights of the Child, is integrated with the tenets of child and family assessment (Individual Care Plan - ICP and Social Investigation Report - SIR). The Thrive Scale™ provides for systematic measurement and improvement in all aspects of a child's well-being as part of the case management process aimed at sustained prevention of children's separation from the family as well as safe and permanent reintegration of children with families.

Miracle Foundation India is a Section 25 NGO which is responsible for executing all programs in India and is associated with Miracle Foundation global organization which is registered in the US as a 501(c)(3) non-profit.

Organization Chart



Key Purpose of the Role

- o This position is responsible for leading the effective implementation of programs in the district/districts in line with the strategic objectives of the organization; design & delivery of quality programs in terms of outcomes, impact and compliances; and effective monitoring and evaluation of the programs in the state/states.
- o This position is responsible for ensuring all programs in district/districts which promotes Family Strengthening and Family-based Alternative Care activities effectively in a manner consistent with the organization's goals, strategy, values and approach.
- o This position is responsible for engaging with partners, sector players, local governments, and other NGOs in the district.
- o The position is also responsible for supporting the State Head in partnership, collaboration and policy work at the district level.

Key Roles & Responsibilities

Strategy

- Support the State Head in developing the implementation strategy in alignment with the strategic objectives and creation of state budget
- Interact with the Technical Expertise team and coordinate for support as and when required
- Represent the organisation externally in the district/districts, ensuring that the organisation's vision, mission, values, and aims are communicated in a positive and compelling way

Advocacy

- Strengthen and manage relationships with key stakeholders (DCPUs, District Magistrates, DWCD, CWCs, CHILDLINE and other district government authorities) in the state
- Represent Miracle Foundation India at district level to advocate Miracle vision and mission through meetings, webinars, events
- Network with relevant government bodies, civil society organizations, NGOs in the district in order to establish necessary linkages for the care and protection of children
- Share evidences & best practices from the field with the State Head

Program Management

- Execute successful and on time delivery of programs based on Miracle Foundation India all objectives in the district.
- Track and monitor progress against the established annual/ quarterly goals and milestones in the assigned partners through remote and in person visits
- Ensure partner s continue to implement services/programs and provide support as needed to ensure children are protected and receive transitional support while they await placement/transition out of CCI.
- Supervise that interventions / activities involving consultants (health partner, MHRPs, LSE trainers, etc.), are conducted in the district/districts
- Manage expansion of the existing programs and potential development opportunities in the state under the guidance of the State Heads
- Coordinate with the CCIs in reviewing quality of Thrive Scale™ independently and to tailor interventions to the assessment findings to ensure a smooth, safe and permanent reintegration & prevention of children in families
- Conduct follow-ups to the families and identify post-placement support services for better outcomes
- Ensure preparation of families and children by working through trauma and related emotions/behaviours, building their life/coping skills, and preparing them for the adjustment common to reintegration with the goal of life long mental well-being and positive relationships
- Leverage multi-disciplinary approach during the placement process by including technical experts

- Ensure child participation before, during, and after the placement process.
- Monitor partner's progress on thrive scale and ensure that quality self-assessment takes place
- Troubleshoot any issues/ bottlenecks being faced by partners or ownself during program implementation and escalate it to the State Head in the timely manner
- Ensure the delivery of quality programs; also ensure adherence to the program execution plan in the district/districts
- Ensuring Child Protection & Safe guarding principles are upheld by the training team in the district/districts
- Ensuring full compliance to the organization's policy and procedures

Financial Monitoring

- Work in coordination with the State Head, Finance team as well as the CCI team for the budgeting process
- Monitor all the financial transactions in the assigned partners, such as allocations, disbursements, extensions and cancellations, and highlight critical deviations to the State Head
- Monitor the budget utilization by the partners
- Manage the implementation of strategic plans for the district/districts in line with budgets and cash flow guided by program strategy

Monitoring, Evaluation and Learning

- Monitor the programs as per M&E framework of the organization
- Facilitate the collection of M&E data from the partners and share with the State Heads in a timely manner
- Ensure timely data entry in Salesforce/Amp Impact and analyse on a monthly basis; escalate critical issues to the State Head
- Incorporate corrective actions / expediting activities based on the results of the M&E studies
- Collect qualitative impact data, case studies / stories, learning that can emerge during interventions

Partner Management & Capacity Building

- Supervise the partners are supported with the necessary technical guidance on application of tools and technologies, practical application of training, systems, processes and curriculum
- Organise and facilitate trainings for partners, including district government professionals, communities, children/youth, and duty bearers in child rights, child and protection and family strengthening independently/ with the support by the capacity building team
- Conduct monthly/quarterly/half yearly/ annual program reviews of partners through partnership visits and meetings to

Internal Relationships

Role – Department	Frequency of Interaction	Purpose of the Interaction
Strategy and Technical Expertise	Weekly / Monthly	<ul style="list-style-type: none"> – Roll out of new grant projects in the region – Consult for technical guidance in the areas (eg; FBC, education, mental health, , Youth Enablement etc.) – Support in Webinars/Tea time chats
Resource Mobilization	As needed	<ul style="list-style-type: none"> – Technical inputs for proposals – For coordinating donor visits
Finance & Accounts	Monthly	<ul style="list-style-type: none"> – For finalizing monthly financials of CCIs – For budget related queries
MEL	Monthly & as needed	<ul style="list-style-type: none"> – M&E related queries

External Relationships

Role – Department	Frequency of Interaction	Purpose of the Interaction
Government officials - CWC members, DCPUs, DWCD,, CHILDLINE, other district departments	Monthly	<ul style="list-style-type: none"> – Advocacy – Program Design – Policy work for child care and protection, family-based care – Collaboration Efforts – Convergence in district
Life Skill Education Consultants	Monthly	<ul style="list-style-type: none"> – Planning interventions – Invoice and reports
Mental health Resource	Monthly	<ul style="list-style-type: none"> – Planning interventions

Medical Consultants	Bi-annually	– Medical mentoring and health check-ups
Mental Health Resource	Monthly	– Planning Intervention – Invoice & Reports
NGOs	As needed	– Cultivating Partnerships & sharing information
Donors	As needed	– For coordinating donor visits
Education & Experience Required		
Education		Experience
<ul style="list-style-type: none"> ○ Post-graduate degree in social sciences, social policy, child welfare from a reputed university/institute 		<ul style="list-style-type: none"> ○ 5+ years of relevant work experience in similar organisational/functional context
Preferred Skills		
<ul style="list-style-type: none"> ○ Ability to organise, plan, and prioritise work ○ Experience in NGO partnerships ○ Experience in networking and alliance building processes ○ Experience in projects on child protection & child care ○ Experience in coordinating/dialoguing with state and district administration ○ Experience in program monitoring and report writing ○ Experience in organising training workshops ○ Experience in donor reporting ○ Strong interpersonal and communication skills ○ 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		
<p>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.</p> <p>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.</p>		