

## JOB DESCRIPTION

<b>Position Title</b>	State Head
<b>Department/ Function</b>	Program
<b>Band</b>	Program Manager
<b>Location</b>	Based in Bhopal. Work in Bhopal and Agartala
<b>Travel</b>	Upto 40 %
<b>Direct Reporting to</b>	Senior Zonal Manager – North & South
<b>Reportees</b>	District Program Managers Closely working with the State Trainers
<b>Salary Range</b>	6.5 – 6.9 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

Sr. Zonal Manager

State Head

### Key Purpose of the Role

- o This position is responsible for leading the effective implementation of programs for the state/states 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 state 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 region.
- o The position is also responsible for supporting the Senior Zonal Manager in partnership, collaboration and policy work at the zonal level.

### Key Roles & Responsibilities

### **Strategy**

- Develop the implementation strategy in alignment with the strategic objectives and creation of zonal budget
- Interact closely with the Technical Expertise team and coordinate for support as and when required
- Represent the organisations externally in the state/states, ensuring that the organization's vision, mission, values, and aims are communicated in a positive and compelling way
- Support the Senior Zonal Manager in identifying opportunities for Miracle Foundation India to expand in the zone

### **Advocacy**

- Build and manage relationships with key stakeholders (WCD, SCPS, District Magistrates, DCPUs, CWCs and other district government authorities) in the state
- Provide inputs to the for undertaking partnership & collaboration initiatives to ensure visibility of Miracle Foundation India in the state
- Represent Miracle Foundation India at state level to advocate Miracle vision and mission through meetings, event, webinars
- 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 Zonal Head
- Initiate collaboration between the local government officials and CCI to establish gatekeeping and reunification procedures and policies to ensure child's right to live with families when possible

### **Program Management**

- Increase ownership among partners in implementing family strengthening and family-based alternative care program
- Monitor progress against the established annual/ quarterly goals and milestones in the assigned partners through remote and in person visits
- Ensure district teams support the partners 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/identified at risk in families through CWCs
- Ensure that interventions / activities involving consultants (Multi-Disciplinary Team, health partner, MHRPs, LSE trainers, etc.), are conducted
- Provide guidance and support to the District Program Managers (DPMs) for expansion of the existing programs and potential development opportunities in the state
- Ensure that DPMs support the partners 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
- Ensure that the DPMs and partners are supported well in preparation of families and children by working through trauma and related emotions/behaviours with the goal of life long mental well- being and positive relationships
- Ensure the partners make progress on CCI Thrive scale™ and ensure that quality self-assessment takes place
- Troubleshoot any issues/ bottlenecks being faced by the district team during program implementation with the support of the Technical Expertise team
- Facilitate cross learning activities by coordinating with other regions as well as organizing joint training workshops/sessions
- Ensure the delivery of quality programs; also ensure adherence to the program execution plan in the state/states
- Conduct periodic program reviews to ensure alignment with Miracle Foundation's strategic objectives
- Ensuring Child Protection & Safe guarding principles are upheld by the training team in the state.
- Ensuring full compliance to the organization's policy and procedures

**Financial Monitoring**

- Ensure adoption and adherence of the organisation's financial management principles, standards, and controls in the state
- Manage the implementation of strategic plans for the state in line with budgets and cash flow guided by program strategy
- Work in coordination with the Sr. Zonal Manager, Finance team as well as the partners 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 Sr. Zonal Manager
- Monitor the budget utilization by the partners
- Coordinate the stipulated statutory audits/ donor audits in the assigned partners

**Monitoring, Evaluation and Learning**

- Monitor all the programs as per M&E framework of the organization
- Ensure preparation of high-quality reports in the standard templates/formats for donors, as and when required
- Ensure M&E data are collected by the team members and shared with the MEL team in a timely manner
- Keep track of the qualitative impact data, case studies / stories, learning that can emerge during interventions as evidence-based reporting
- Conduct evaluation process of partners as per funding framework
- Incorporate corrective actions / expediting activities based on the results of the M&E studies
- Guide team in collecting qualitative impact data, case studies / stories, learning that can emerge during interventions

**Donor Management**

- Ensure overall compliance to donor agreements (incl. reporting)
- Ensure timely resolution of donor queries
- Accompany donors on field visits

**Partner Management & Capacity Building**

- Ensure that the district team are supported with the necessary technical guidance on application of tools and technologies, systems, processes and curriculum
- Organise and facilitate learning events, capacity building program, for partners, including government (districts and state) professionals, communities, children/youth, and duty bearers in child rights, child and protection and family strengthening
- Ensure quality training programs are implemented on timely manner with the help of Capacity Building team,
- Conduct half yearly/ annual program reviews of partners through partnership visits and meetings to ensure effective program planning and implementation
- Regularly communicate with the implementing partner and share updates or changes in programs etc
- Ensure adherence to training Quality Assurance Standards of Miracle Foundation India

**Internal Relationships**

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

**External Relationships**

Role – Department	Frequency of Interaction	Purpose of the Interaction
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Government officials – WCD, SCPS, DMs, CWC members, DCPUs, DWCD, convergence with other department (Education , Health)	Quarterly/Monthly	<ul style="list-style-type: none"> <li>– Advocacy</li> <li>– Program design</li> <li>– Review meetings</li> <li>– Policy work for child care and protection, family-based care</li> <li>– Collaboration Efforts</li> <li>– Convergence at state level</li> </ul>
Life Skill Education Consultants	Quarterly	<ul style="list-style-type: none"> <li>– Planning interventions</li> <li>– Invoice and reports</li> </ul>
Mental health Resource Person	Quarterly	<ul style="list-style-type: none"> <li>– Planning interventions</li> <li>– Invoice and reports</li> </ul>
Medical Consultants	Annually	<ul style="list-style-type: none"> <li>– Medical mentoring and health check-ups</li> </ul>
NGOs	Quarterly	<ul style="list-style-type: none"> <li>– Cultivating Partnerships &amp; sharing information</li> </ul>
Donors	As needed	<ul style="list-style-type: none"> <li>– For coordinating donor visits</li> </ul>

#### Education & Experience Required

Education	Experience
<ul style="list-style-type: none"> <li>○ Post-graduate degree in social sciences, social policy, child welfare from a reputed university/institute</li> </ul>	<ul style="list-style-type: none"> <li>○ 7+ years of relevant work experience in similar organisational/functional context</li> </ul>

#### Preferred Skills

<ul style="list-style-type: none"> <li>○ Ability to organise, plan, and priorities work</li> <li>○ Experience in NGO partnerships</li> <li>○ Experience in networking and alliance building processes</li> <li>○ Experience in projects on child protection &amp; child care</li> <li>○ Experience in coordinating/dialoguing with state and district administration</li> <li>○ Experience in program monitoring and report writing</li> <li>○ Experience in organising training workshops</li> <li>○ Experience in donor reporting</li> <li>○ Strong interpersonal and communication skills</li> <li>○ Respect for the core values of Miracle Foundation India and high level of empathy towards the project participants and the children we serve</li> <li>○ Capable to think innovatively and creatively to accomplish organisation objectives</li> </ul>
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#### 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.