

## JOB DESCRIPTION

<b>Position Title</b>	Regional Program Head, South
<b>Department/ Function</b>	Program
<b>Band</b>	Senior Manager
<b>Location</b>	Chennai
<b>Direct Reporting to</b>	Sr. Director – Program
<b>Reportees</b>	State Heads –South
<b>Travel</b>	Upto 40% time

### About: Miracle Foundation India

Miracle Foundation India works with a vision of a family for every child in our lifetime. We are part of a movement to reunite orphaned children with their families. Collectively, with partners all over the world, we believe we can end the need for orphanages in our lifetime. Miracle Foundation is working tirelessly to help stabilize children in families and also working to prevent at-risk children from ever entering the system in the first place. The organisation has emerged as an industry leader in family strengthening (FS) and family-based alternative care (F-BAC).

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

1. **Prevention** –children stay in families through effective gatekeeping by the social workforce
2. **Transition to families** – transition children from institutions to families /F-BAC options though support to Government

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.

### Key Purpose of the Role

- This position is responsible for leading the effective implementation of programs for the assigned zones in line with the strategic objectives of the organization; design and delivery of quality programs in terms of outcomes, impact and compliances; and effective monitoring and evaluation of the programs in the zones.
- The position is responsible to oversee all grant management, accounting, procurement and HR activities for the zones

### Key Roles & Responsibilities

#### Core Program management (quality & timeliness) (40% of the time):

- Design robust program strategy to scale up & widen program outreach in targeted states
- Scan macro environment to capture core insights to design outcome driven, sustainable programs
- Lead program teams for effective program implementation and timely reporting
- Strengthen Miracle Foundation position as an industry thought leader in the targeted space

#### General Program administration (20% of the time)

- Guide & Supervise program staff in their day-to-day functioning including ensuring robust program financial management system in the targeted states
- Support state teams to set up SOPs and systems to develop impactful program
- Align work plan, budget and activities across all the programs undertaken by Miracle in the targeted states
- Support in knowledge dissemination, reporting, and communications
- Oversee Monitoring, Reflection, learning and evaluation
- Work in tandem with the other department for effective implementation of country strategic plan.

#### Stakeholder networking and partnership Management (20% of the time)

- Represent the Miracle externally in the zones, ensuring that the organization’s vision, mission, values, and aims are communicated in a positive and compelling way.
- Design Partnership and Collaboration interventions plan for the zones
- Build and nurture relationships with key stakeholders (funding and non-funding partners) in all states in the zones

#### Support in other organizational strategic priority (20% of the time)

- Support the Sr. Director – Program in developing the implementation strategy in alignment with the strategic objectives for the zones and create zonal budgets

- Monitor and review all the financial transactions and documents at the zones, such as allocations, disbursements, cancellations relating to the programs, to maintain an overview of the financial status of all the programs at the zones and ensure financial compliance
- Ensure that all the stipulated statutory audits are conducted in the zones
- To ensure that the child Safeguarding Policy is adhered to by the staff of the organization and the partners.
- Support the Resource Mobilization team by providing technical support while approaching these potential donors to showcase Miracle Foundation India work in the zones
- Any assignment given by Sr. Management.

**Note:** Please note that background and reference checks are standard procedures in our hiring process. Additionally, ethics is a fundamental aspect of our organizational culture, reflected in both daily operations and annual performance evaluations.

**Education & Experience Required**

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

**Preferred Skills**

- Strong program management & leadership skills
- Good knowledge of the child protection issues especially community-based child protection mechanism and family based alternative care.
- Experience of working with government along with an understanding of the issues involved
- 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

**Child Safeguarding Policy**

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

This extends not only to children with whom Miracle Foundation India and its partners work directly with, but also includes children whom staff are responsible for. Miracle Foundation India 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 India’s Code of Conduct sets out the standards to which all staff members must adhere.

**PSEAH (Policy on Prevention of Sexual Exploitation, Abuse and Harassment)**

Any individual associated with Miracle Foundation India, including employees, consultants, interns, volunteers, contractors, and suppliers engaged in activities on behalf of the organization, is required to sign and adhere to the Prevention of Sexual Exploitation, Abuse, and Harassment Policy (PSEAH). This policy mirrors Miracle Foundation India’s unwavering commitment to preventing any form of exploitation, abuse, or harassment and ensuring the safety and well-being of all individuals with whom the organization interacts.

This commitment extends beyond direct beneficiaries to encompass anyone for whom Miracle Foundation India and its partners assume responsibility. Upholding the belief that the circumstances of individuals, especially vulnerable populations such as children, must be enhanced through the promotion of their rights, Miracle Foundation India mandates compliance with the Prevention of Sexual Exploitation, Abuse, and Harassment Policy as an integral component of its overarching Code of Conduct. The Code of Conduct establishes the ethical standards and behavioral expectations to which every staff member must strictly adhere, thereby fostering a secure and respectful environment for all.