

### JOB DESCRIPTION

<b>Position Title</b>	Asst. Manager, District Program
<b>Department/ Function</b>	Program
<b>Location</b>	Trichy
<b>Travel</b>	Upto 40 %
<b>Direct Reporting to</b>	State Head
<b>Reportees</b>	-

#### 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 through 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

The Assistant Manager District Program will be responsible for leading and managing the district-level program implementation, building partnerships with stakeholders, and ensuring project objectives are achieved with quality and within the designated timelines.

#### Key Roles & Responsibilities

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

- Plan, coordinate and monitor the implementation of Miracle Foundation's planned activities, including case management, community mobilization, awareness-raising sessions, capacity building, and monitoring and reporting.
- Be the responsible person for the end-to-end program management for the targeted districts with quality and timeliness.
- Supervise and guide the team of professionals at the resource centre/partners/CCI, ensuring they have the necessary knowledge and skills to carry out their duties effectively.
- Maintain a working knowledge of child protection policies, legal frameworks and best practices especially with related community-based child protection mechanism, family based alternative care and family strengthening aspect and ensure that team members remain up-to-date with their training and knowledge.
- Conduct regular district visit to ensure quality implementation of the program in the targeted state.
- Play the quality monitor role for all capacity building/training program undertaken by Miracle Foundation team in the state.
- Ensure program activities adhere to ethical standards and are conducted with cultural sensitivity and respect for local contexts

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

- Ensure quality reporting, documentation, and learning within the team, ensure timely submission of reports, and support organizational level monitoring and evaluation efforts.
- Ensure compliance with organizational policies, protocols, and standards, and ensure the proper and appropriate use of resources and funds.
- Manage program budgets, prepare regular reports and submit them to the reporting manager, track expenditure, and provide recommendations for budget revisions as necessary.

##### **Stakeholder networking and partnership Management (40% of the time):**

- Build and maintain effective partnerships and networks with district-level government agencies, civil society organizations, communities, and other stakeholders to strengthen child protection systems.
- Represent the organization at district-level forums and meetings, advocate for enhanced child protection policies and practices, and promote child rights and participatory approaches.
- Perform other related duties as assigned by the supervisor.

#### **Education & Experience Required**

- Post-graduate degree in social sciences, social policy, child welfare from a reputed university/institute
- 5+ years of relevant work experience in similar organizational/functional context

#### **Preferred Skills**

- Strong program management & a good team player.
- 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
- Experience in NGO partnerships
- Respect for the core values of Miracle Foundation India and high level of empathy towards the project participants and the children we serve
- Ability to perform under limited guidance. problem solver attitude, 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's India Child Safeguarding Policy which is a statement of Miracle Foundation's India 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's India 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.

#### **Consent for Processing Personal Data**

By applying for this position, you acknowledge and provide your explicit consent for Miracle Foundation India to review, process, and retain your personal information mentioned in your resume as part of the recruitment process. Your data will be used solely for evaluating your suitability for the role and will be handled in compliance with the Digital Personal Data Protection (DPDP) Act. We ensure that your information will not be shared with any external or unauthorized parties and will be retained only for the necessary duration, as per legal and organizational requirements.

If you wish to withdraw your consent you may do so by contacting us at [hr@miraclefoundation.org](mailto:hr@miraclefoundation.org)