

| JOB DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Position Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | District Program Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Department/ Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Location                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | No. of Vacancy - 1<br>Posting Location – Koderma OR Giridih, Jharkhand                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Travel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Upto 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Direct Reporting to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | State Head, Jharkhand                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| About: Miracle Foundation India                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>Miracle Foundation India is committed to ensuring that every child grows up in a safe, stable and loving family. We work across ten states, together with government systems, the social workforce and community organizations to prevent unnecessary separation, strengthen vulnerable families and promote Family-Based Alternative Care for children who cannot remain with their biological families.</p> <p>Our mission is rooted in a simple belief: children thrive when families are supported. Our approach focuses on building the capacity of the social workforce, strengthening public systems and ensuring that responses to children and families are timely, coordinated and grounded in real needs. We remain committed to collaboration, learning and partnership so that every child has the opportunity to grow up in a family.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Key Purpose of the Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Role Definition & Key Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Manages end-to-end program implementation within the designated district</li> <li>Develops and monitors work plans, budgets, and execution strategies for the district level implementation.</li> <li>Engages with District -level government bodies and partners to strengthen policy influence.</li> <li>Leads adherence to program quality standards and standard operating procedure.</li> <li>Leads on-ground risk assessment and mitigation strategies.</li> <li>Leads data collection processes to ensure accuracy, consistency, and ethical compliance.</li> <li>Leads timely submission of district-level MEL reports and program reports to the state team and stakeholders</li> </ul> |
| Key Focus Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Focused on district-level execution, government liaison, and localized implementation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| KPI's                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>Quantitative KPIs</b></p> <ul style="list-style-type: none"> <li>Beneficiaries reached</li> <li>Program completion rate</li> <li>District level system engagement to ensure linkages across 5 wellbeing domains.</li> <li>Follow up visit conducted.</li> </ul> <p><b>Qualitative Impact Indicators</b></p> <ul style="list-style-type: none"> <li>Quality of field implementation</li> <li>Stakeholders mapping and management at the district level</li> <li>Community impact</li> </ul>                                                                                                                                                                                                                                        |
| Capacity & Skill Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>Skill Needs:</b> Government Networking, Risk management &amp; Program management</p> <p><b>Training/Professional Development Pathways</b></p> <ul style="list-style-type: none"> <li>Public policy certification</li> <li>Risk mitigation workshops</li> <li>Courses on operational efficiency and program management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  |
| Strategic Focus & Future Roadmap                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Scaling family-based care: Ensuring effective implementation of the transition from institutional care to family-based models. Ensuring strengthening of families so that children do not get separated from families in the first place.</li> <li>Enhancing evidence-based programming: Strengthening M&amp;E systems for data-driven</li> </ul>                                                                                                                                                                                                                                                                                                                                                |

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| <b>Qualifications, Competencies &amp; Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• Postgraduate degree in Social Work, Development Studies, Public Policy, Rural Development, or related field.</li> <li>• Graduate degree with significant relevant experience may also be considered.</li> <li>• 5–7 years of relevant experience in program implementation, community engagement, or social development, preferably in the child protection.</li> <li>• Demonstrated experience working with government stakeholders at district/state level.</li> <li>• Strong understanding of local demographics, culture, and socio-economic context to effectively engage with communities and stakeholders</li> <li>• Proficiency in English and fluency in Hindi (spoken and written) is mandatory to effectively engage with local stakeholders and communities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                |
| <b>Child Safeguarding Policy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                |
| <p>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.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                |
| <b>PSEAH (Policy on Prevention of Sexual Exploitation, Abuse and Harassment)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                |
| <p>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.</p> <p>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 behavioural expectations to which every staff member must strictly adhere, thereby fostering a secure and respectful environment for all.</p> |                                                                                                                                                                                                                                                                                |
| <b>Additional Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                |
| <p><b>Ethics &amp; Integrity:</b> Ethics and integrity are core to our organizational culture and are embedded in our daily operations, decision-making, and annual performance evaluations.</p> <p><b>Background Verification:</b> Please note that background and reference checks are standard procedures in our hiring process.</p> <p><b>Data Privacy:</b> By submitting your application and resume, you acknowledge and consent to the collection and processing of your personal data solely for recruitment purposes, in accordance with the provisions of the Digital Personal Data Protection Act, 2023</p> <p><b>Diversity &amp; Inclusion:</b> We are an equal opportunity employer and are committed to building a diverse and inclusive workplace. Individuals of all genders, backgrounds, abilities, and identities are encouraged to apply.</p>                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                |
| <b>Application Process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                |
| <p>Interested candidates can submit their resume and a brief cover letter outlining motivation and suitability for the role to <a href="mailto:hr@miraclefoundation.org">hr@miraclefoundation.org</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                |

For more information about our work and impact, please visit our website [\*\*https://miraclefoundationindia.in/\*\*](https://miraclefoundationindia.in/)