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| **Designation:** | Deputy General Manager - Treatment Support Program |
| **Job Department:** | Treatment Support Program |
| **Qualification:** | Master in food& nutrition/Social Work, MHA |
| **Experience:** | 7-10years |
| **Job Location:** | HQ, Delhi |

**DESCRIPTION:**

Deputy General Manager - Treatment Support Program is responsible for managing the National level project who will lead in the effective program implementation, financial and team management, monitoring and evaluation and timely delivery of quality outputs.

**DEPARTMENT DESCRIPTION:**

Treatment Support Program information is basically about Dietitian/ Nutritionist and implementation and focuses on how to implement the same based on various criteria like Nutrition and Diet, Hygiene, Hematological support, Documentation & Patient Information Support, and Infection Control programs. The Hematological support represents A tie-up with AIIMS blood bank – blood donation camps by Cankids and making the blood available for families who otherwise need to buy them

**COMPETENCIES/ SKILL SET:**

* Should have Strong knowledge of working in the NGO Sector.
* Demonstrated strong leadership and management skills.
* Ability to develop and establish policies and procedures.
* Strong communication and Microsoft Office skills.
* Ability to work independently, take initiative, and manage a variety of activities concurrently.
* Strong knowledge of statutory-level compliance.

**KEY RESULT AREAS:**

* Responsible for implementation of the project Pan India
* Ensure that project reports are completed and submitted on time
* Adherence to the values, mission, strategy, structure, systems,
* Meetings with staff on a regular basis to discuss issues, track work progress, provide guidance and support, and ensure consistent quality of work performed.
* Responsible for developing short and long-term work plans and financial reporting and accounting systems to ensure activities are implemented

**DUTIES AND RESPONSIBILITIES:**

**Operational:**

* Adherence to the values, mission, strategy, structure, systems, and daily actions of the Organization.
* Ensure that all work planning is completed collaboratively with counterparts and partners.
* Supervision of different levels of program staff to ensure that their work is carried out to a high professional standard, within the budget and timelines.

Coordinate, collaborate, and build networks with civil society organizations, the private sector, professional associations, and the government at local and national levels. Take the lead in responding to changes and making decisions on program resources, and adjust functional and reporting relationships as appropriate.

**Planning Strategy**

* Oversee the development and implementation of strategies and work plans that focus on developing an integrated Treatment Support Project and achievement of goal-directed results.
* Assure integration of strategies with each other, and with the overall operational strategy of the project as well as the organization.
* Implementation of the project Pan India under the supervision of the mentor coordinator.
* In collaboration with the national level leadership, lead in the strategic interventions in all outcome areas of the TSP.
* Team Management:
* Meetings with staff on a regular basis to discuss issues, track work progress, provide guidance and support, and ensure consistent quality of work performed.
* Work with the program team to identify capacity gaps and facilitate so as to achieve maximum efficiency.
* Working closely with the other teams to ensure that the project dovetails with the other teams.
* Provide guidance to project staff on the analysis and implementation of the approach;

**Financial Reporting:**

* Ensure that project reports are completed and submitted on time and with high quality.
* Adhere to all financial requirements and functions on a timely basis with a strong focus on value for money.
* Develop short and long-term work plans and financial reporting and accounting systems to ensure activities are implemented on a timely and cost-effective basis

**Additional Duties:**

This job description in no way states or implies that these are the only duties to be performed.

You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.