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| **Designation:** | Regional Head |
| **Job Department:** | National Outreach Program (NOP) |
| **Years of Experience:** | 10-15 Years |
| **Qualification:** | Post Graduation/ MBA |
| **Job Location:** | Kolkata |

**ROLE DESCRIPTION:**

Oversee and manage all activities in the region and regularly visit hospitals and identify new units. Also prepare budgets, conduct feasibility analysis and prepare MOUs. Coordinate with social workers regarding day-to-day issues, reports, medical requirements, TSP support, snacks distribution, events & campaigns organized in event, education facility; ensure donor relationship management, etc. Evaluate and monitor complete data of Cankids and mobilize & expand reach of our support services.

**DEPARTMENT DESCRIPTION:**

The National Outreach Program (NOP) aims to provide access to quality pediatric cancer treatment, care and support to children with cancer and their families anywhere in India, partnering with other NGOs, Cancer Centers, and Foundations in India and overseas. We aim to collaborate and work with medical professionals, cancer centers, NGOs, and organizations and individuals, in India and overseas thereby make a significant change for childhood cancer in India.

**COMPETENCIES/ SKILL SET:**

Leadership qualities, good inter- personal and communication skills, understands the vision and goals of Cankids and of the project/program and will enroll others, interact with the Senior Management, will coach and mentor the team, is disciplined and committed, has professional ability, is networked, has resource mobilization ability (funds and volunteers), has time; is innovative, and creative.

**KEY RESULT AREAS:**

1. Managing and overseeing entire staff for the region.
2. Ensure planning, budgeting and preparing MOUs for region’s units.
3. Complete documentation, filling and reporting for entire region.
4. Management of “Salesforce” MIS system.
5. Conduct and complete research work/ case study on “where are our children”
6. Capacity building for staff, interns, volunteers etc (PSG & KCK) to fit into the vision of Cankids.

**DUTIES AND RESPONSIBILITIES:**

1. To Lead as well as provide need-based support in steering the Change for childhood Cancer (CCC) Projects and Home Away from Home (HAH)in the Region
2. Devise and implement the approved annual plan and the linked budget for the region. Work with the senior management of CK to develop, improvise the scaling-up plan for the region.
3. Organize implementation and management of key decisions, policies and actions agreed for the region including leadership/supervisory/administrative functions in capacity as the in-charge of the RCCC/SCCC
4. To lead and provide need-based support in securing various approvals from the regional government(s) and other state, local bodies and other authorities
5. Lead, Mentor & need-based support in building & hands-on supervising CK CHSU/HAH/Canshala project and other/newer programs of the region
6. Organize Capacity-building initiatives and programs for the region
7. Interact with hospital PCU teams on regular basis – as the face of the organization and also represent management – for various events and celebrations and programs in the region
8. Enlist various types of volunteers for activities and programs to enrich the CHSU/CCCs work
9. Ensure quality of care and YANA being provided at the CHSU – and flag issues in this regard to the SMT/CEO office
10. Maintain MIS Dashboard for various activities across the region and analyse and use Salesforce data system rigorously to seek improvement in functioning; coordinate towards the Research, Monitoring, Evaluation & Impact Assessment elements in the CK programmes
11. Escalate problems /issues/crisis/HR – admin problems- outside of the normal functioning of the organization that could potentially hamper normal working
12. Network with the donors and CSR partners of the CHSU/Care Centres and provide coordination/leads towards resource mobilization for the CCC Project in the region; also, assist in implementation of MOUs in deed and spirit with the NHM/treating centre or other stakeholders.
13. Coordination regarding donor visits and donor info sharing as required
14. Attend and represent the organization at sector forums and engage with knowledge-management platforms per organizational policy.
15. Network in the community – for fundraising, community participation and volunteering, awareness and advocacy
16. To provide support in stakeholder engagements through forums like Regional /National India Pediatric Oncology, POSHAN for nutrition management for kids with cancer, NPCDCS, etc
17. Liaise with CK HQ – seamless integration with CK Senior Management and Regional Team
18. Ensure adherence to CK policy, procedures, schedules, compliances
19. Establish / maintain a culture of continuous improvement of the CK program in the region
20. Lead process of regular exchange of knowledge / lessons among the team members in the region.
21. Guide and mentor, the CK team in the region for effective implementation and management program in the region.
22. Handle such other work/responsibilities as may be discussed and agreed from time to time.

**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.