

## Program Management Associate (PMA) JD

Location: Mumbai

### **About TNS India Foundation:**

TNS India Foundation (TNSIF) is a non-profit development organization with over 10 years of experience in implementing robust, effective and, demand-driven programs working towards national economic reconstruction, with a special focus on women. By connecting capable individuals to transformative opportunities, we have been able to create an enduring impact for them, their families and, communities.

More information can be found at [www.tnsindiafoundation.org](http://www.tnsindiafoundation.org)

### **The key responsibilities for the PMA:**

- Evaluating programs by coordinating with Project Lead, ensuring regular collection of research and analysis of the information.
- Build high-quality program proposals / reports for donors, key stakeholders like Third Party Agencies and Program teams
- Coordinate with Monitoring and Evaluation team for development and management of central data and reports repository for program tracking of deliverables.
- Supporting Program Lead/managers for business and program development through content development, outreach and donor pitch decks.
- Responsible for submission of Monthly Progress Reports (MPRs), Annual Reports (ARs) and other Periodic Reports as per program/donor requirements
- Support other cross-functional teams in the achievement of program deliverables, and multi-task on internal deliverables to support senior management.
- Help promote the Program and TNSIF's work with immediate and related stakeholders through creation and dissemination of a variety of communication collateral and knowledge presentations.
- Along with the TNSIF team bring learnings from past TNSIF successes and proven best practices to the program implementation.

### **Preferred Skills & Experience:**

- This role calls for an intrinsically motivated and passionate individual, looking to work in a cross-functional role for program research, proposal writing, design and development.
- Graduate or postgraduate in Business Administration, Economics, Engineering or similar
- 2+ years of experience in a corporate or development sector with a keenness to work on poverty related challenges.

- Excellent analytical skills & large data management in **Excel is a Must**, with good written & oral communication skills and an ability to build a convincing argument.
- Ability to understand and work with diverse teams, business models, high quality pitch decks etc.
- Demonstrated ability to work with a diverse team, spread across diverse geographies and to deliver in a time bound program.

Applications to be sent via email to [careers@tnsif.org](mailto:careers@tnsif.org) with Subject line "Program Management Associate"