

JOB DESCRIPTION
PROGRAM MANAGER

Organization Description

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

TNS India Foundation has been implementing the youth employability program since 2015, and has provided soft skill training to over 24000 youth thereby improving their job readiness and placing them in jobs. Through the program the students are provided training, career guidance, counselling and formal job opportunities. Inspired with an ambition to place 100,000 disadvantaged youths in jobs by 2027, the program plans to scale-up its geographical presence and scope of interventions significantly. The program aspires to build a scalable platform of blended learning which can transform disadvantaged youth - bringing their households out of the poverty trap.

Position Description:

- Overall project management and operations by ensuring target completion for the donor
- Setting up systems and processes for the team
- Supervising a team of about 10 including trainers, placement support and data support staff
- Overseeing curriculum design and development for imparting industrial skills and green skills
- Overseeing maintenance of online learning platform with content
- Donor reporting and relationship management with senior stakeholders
- Overseeing training and placement team to ensure target completion
- Ensuring and overseeing quality assurance
- Overseeing MIS and data collections
- Supporting business development for the program

Preferred Experience:

- Master's Degree in Business or Development studies
- Overall 10+ years of relevant experience at non profits or corporate organizations and/or indevelopment sector organizations;
- Clear evidence of responsibility in supporting project implementation and leading a team
- Experience in, or orientation for, working with multiple senior stakeholders
- Exposure to skill development and youth employability projects required
- Exposure to green skills and jobs desirable

Skills Required:

- Entrepreneurial orientation and growth mindset - thrives on problem solving, and able to get hands-on at times to show the way
- Strong analytical skills with demonstrated ability to analyze data and write reports and make presentations to leadership
- Excellent written and oral communication skills
- Understanding of training design, delivery for young adults, and awareness of the Education + Technology sectors preferred
- People Management Skills and ability to work in and manage a team of 10+ members,
- Willingness to learn all aspects of the role in terms of setting up processes and tools as applicable
- Willingness to travel within assigned city and nearby regions for partnerships as per project need
- Existing connects with large corporates will be an added advantage
- Desirable qualities for success include but not limited to: integrity, innovation, attention to detail, goal orientation, ownership and adaptability

Interested candidates please share CVs on skandalgaonkar@tnsif.org