



SEARCH

Society for Education, Action and Research in Community Health



Job Specifications:

- 1) Positions: Program Director
- 2) Location: Gadchiroli, Maharashtra
- 3) Reporting to: Director, SEARCH

Overview:

As a Program Director, he/she would be leading a 30-member team, working for the district wide programme, which is operational in 1400 villages in 12 blocks of Gadchiroli district.

Aim of the programme: To reduce availability and illegal sale as well as consumption of alcohol and tobacco in the entire district and work towards developing a 'model' district, incorporating successful tobacco and alcohol addiction management practices, which can be replicated across India.

Key Roles and Responsibilities:

1. Develop annual and monthly work plans of the program for the district and lead its implementation.
2. Lead the program team for overall implementation of the tobacco and alcohol control program.
3. Provide technical and administrative support to the Block Coordinators and Counselors and supervise the implementation of the programme.
4. Administrative and financial control.
5. Provide technical and operational support to monitoring and evaluation of program activities and outcomes.
6. Collate data of the clusters and prepare periodic reports involving managing and overseeing MIS and documentation.
7. Work in close coordination with the external communication agency to bring about behavioral change amongst the target population.
8. Represent the programme at the district level.
9. Engage with district stakeholders like the Collectorate, officials from the Education, Police, Health, Rural Development, Tribal Development, Social Welfare, Food and Drugs, Forest and Transport Departments, Zilla Parishad Members, Pharmacy and Medical Associations, SHG Federations, NRLM, Media, Alcohol Anonymous, Technical Institutes and Research Bodies at the district level.
10. Prepare required documentation/material to facilitate the programme review and approval process.
11. Undertake periodic quality check on data gathering and documentation and perform regular field visits.

12. Generate quarterly/yearly reports and facilitate the integration of performance data into monthly and annual work plans.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualifications:

Applicants must have a Master's degree in a development-related field.

Experience:

Minimum seven years of relevant experience, at least 3 years in the leadership role, in public health or rural development or social work, in program planning and implementation;

Skills and Competencies:

- (1) Share the values of **SEARCH** and have a strong desire to contribute to its Mission;
- (2) Experience leading a large-scale social organization with extensive network across the states.
- (3) Excellent interpersonal skills, including proven experience and capacity to work constructively in teams under considerable pressure;
- (4) Demonstrated leadership and supervisory skills;
- (5) Willingness to work in Gadchiroli for a long term;
- (6) Written and verbal command over English and Marathi is a must;
- (7) Proven ability to undertake responsibilities with considerable degrees of autonomy;
- (8) Proficiency in using MS Office and other relevant software on computer.

5. COMPENSATION OFFERED:

Gross annual compensation for the position is in the range of Rs 840,000 to 10,00,000. Please note that the offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

Note: The probation period in SEARCH is 1 year.

Send applications at:

- Send/mail your updated CV/Resume + Salary Slip / Contract to hr@searchforhealth.ngo, mention **Application for Program Director** in subject line of the mail.
- Visit us on the website at <http://searchforhealth.ngo>