

Name of the Post : Head – Programme and Communication
No. of Post : 1
Location : Mihijam (Jamtara)
Last date to apply : 25th Febreuary, 2022

Badlao foundation is a reputed non-profit voluntary organization working in Santhal Paragana region of Jharkhand, India since the last Four decades for the betterment of tribal and other socially and economically deprived and excluded communities. For further details please visit www.badlao.org.in

We are looking for qualified & experienced professional for the post of Head – Programme and Communication. Our Head office is situated at Mihijam, near-by Chittranjan railway station, District: Jamtara, which is well connected with the Kolkata- Delhi rail line route and around 250 km far from state Head Quarter Ranchi.

Key responsibilities:

Planning:

- Responsible for formulating the overall strategy for the organization based on the Vision, Mission & Core Values of organization and our donors agencies.
- Responsible for planning, developing, Implementing and reviewing the organizational policies, strategy and plan of action to make it more vibrant and transparent.
- Project cycle management.
- Result based monitoring.
- Strengthening Internal and external reporting.
- Development of IEC (Information, Education and Communication) materials.
- Facilitate timely updating of the organization web portal
- Strengthening the MEAL (Monitoring, Evaluation, Accountability and Learning)

Fundraising

- Proposal writing.
- Development of projects.
- Grant management.
- Donor relationship management.
- Liaison with the line departments, government institutions, SRLM and other organizations to explore potential collaborations and funding relation.
- Formulation and execution of innovative ideas.

Organizational Development

- Team management and leadership
- Strengthening MIS system and reporting
- Developing good set of case studies, success stories and video documents to present our work in different forum and through digital medium.
- Conducting periodic OD - Organization Diagnosis exercise
- To run creative and motivational modules to enhance capability of staffs.
- To lead on the development of a staff skills and knowledge database in order to maximise the diverse talents of the organisation.
- Peer learning exercise at inter and intra team level.
- Assessment of speed breakers at organizational level and prepare a full proof plan to break it.
- To commission and manage additional internal or external resources as and when required in order to ensure cost-effective delivery of agreed OD initiatives.

Qualification/Eligibility Criteria:-

Post Graduate Degree in Development Studies / Social Work/Social Entrepreneurship and other related disciplines.

Age limit- 30-38

Professional Experience and Technical knowledge (Current & Past):

Evidence of creative leadership over between 8 to 10 years in the not-for-profit sector, with a demonstrated track record. Able to demonstrate up to date knowledge of theory and good practice in key areas- Organization development and developing organizational culture, Track record in delivering successful OD projects and supporting major organizational change; influencing, building and sustaining relationships in-order to achieve results. Experience of, and commitment to, continuous organizational improvement, Social Media handling and the ability to act as a change maker.

Compensation offered:

Remuneration offered will be in the slab of (Rs 6 to 6.5 Lakh annually) depending on salary history, experience and performance during recruitment process.

Application Procedure:

All applicants should send their CV to admin@badlao.org.in and CC to [-badlaohr@gmail.com](mailto:badlaohr@gmail.com)