



WATERAID INDIA

Job description

Job Title:	Regional Manager
Place of Work	Bhubaneshwar, Bhopal, Bangalore and Lucknow
Grade	3
Reports to	Director Programme Operations
Manages	5-8 people
Responsible for	Region East: Programme In Two states Jharkhand and Orissa Region West: Programme In Two states Madhya Pradesh and Chhattisgarh Region south: Tamil Nadu, Karnataka and Andhra Pradesh Region North: Uttar Pradesh, Bihar
Budget Responsibility	Rupees 3 to 5 Crores per annum

Purpose:

The primary purpose of the Regional Manager (RM) is to provide leadership to the Regional programme and to contribute to the WaterAid India country leadership. The RM reports to the Director Programme Operations in the Country Office New Delhi. RM is team leader in the Region, empowering and developing staff and partners and influencing the sector, policy environments and public and private institutions. RM responsible for operationalising the state strategies, programme management, organisational effectiveness and advocacy initiatives in the region in line with the strategic and multi years plans of the country programme.

Key Accountabilities:

1. Strategic Planning & Development

- Lead the development and operationalisation of state strategies, in the region in line with Country Strategy.
- Ensure successful and on time delivery multiyear rolling plans and budgets
- Monitor the progress against strategic objectives using indicators and P,M&E framework.
- Represent WaterAid externally in the region, ensuring that WaterAid's vision, mission, values and aims are communicated in a positive and compelling way.
- Build relationships between all key stakeholders in the region to support the development of the sector.

2. People Management

- Lead, manage and motivate the team, creating an environment that enables staff to maximise their potential and facilitates high performing teams

3. Programme & Finance Management

- Ensure integration of the principles of Rights, Equity and Inclusion in the regional programme
- Manage the development and implementation of Multiyear and annual plans for the region in line with budgets and cash flow guided by programme strategy and finance manual.
- Ensure that all WaterAid India and Global policies, systems, standards and procedures with respect programme P,M&E are adopted and adhered to in the region
- Design, develop and implement programmes to **enhance the capacity of the sector players and partner NGOs** and other sector role players in the Region to plan, facilitate, monitor and support sustainable water supply and environmental sanitation development



- **Produce high quality annual and other periodical reports** in the standard templates/formats, and reports to the donors, as required.
- Ensure adoption and **adherence of WaterAid India's financial management principles** standards and controls in the region.

4. Others

- Contribute to organisation's **Learning**, promote learning environment for staff and partners, support their learning and development
- **Identify and manage risk** in the region, implement, review and monitor Risk register and the mitigation measures for the region including health and safety and security procedures
- Collaborate with colleagues from across the India Programme to **enhance relationships** and ensure effective organisational working.
- **Contribute as a Country Management team** member in the strategic planning and development of policies
- Undertake any other responsibilities, tasks or activities as reasonably required.



WaterAid

WaterAid Person Specification

Job Title: Regional Manager, based in Bhopal, Bhubaneswar, Bangalore and Lucknow

Essential	Desirable
Education	
<ul style="list-style-type: none"> Professional qualification or degree in Engineering or Social Science or in any other relevant discipline involving social development 	<ul style="list-style-type: none"> Additional qualification in Management, Development studies.
Experience	
<ul style="list-style-type: none"> Minimum 10 years experience of which, 5 years experience in senior management positions particularly in organisational management which includes direct line management of professional staff. Significant experience in programme planning, monitoring and evaluation, documentation and donor reporting Good knowledge of the issues related to the region and sector Experience in integrated projects on Water, Sanitation and Hygiene promotion. Experience of capacity building of sector organisations. 	<ul style="list-style-type: none"> Experience of working with Government and NGOs along with an understanding of the issues involved. Experience of participatory monitoring and impact assessment. Managing water sanitation Programme in the Urban context Good knowledge of NGOs working in the region
Skills	
<ul style="list-style-type: none"> A clear and sound understanding of national development context (policy and programme), especially in water and sanitation Ability to lead financial and budget management processes and ensure high level of accountability to internal and external stakeholders. Communication skill, excellent command over English to produce professional documents of national and international standards and participate in policy discussions and debates. Ability to provide strong leadership to the team. Leadership skills to manage change, team, and partners. Ability to use computers both for word-processing and spreadsheet packages Ability to develop long term strategic plans at an organisational level and further developing operational short and medium term plans Ability to plan own work, setting priorities and completing it under pressure or when faced with competing demands. Good Knowledge of Hindi. 	<ul style="list-style-type: none"> High competence in managerial and professional field to understand and apply and add strategic value to national policies and concepts. Ability to negotiate with other agencies and government on collaborative projects. A good understanding of participative approaches and methodologies. Ability to develop innovative approaches to development problems.
Personal qualities	
<ul style="list-style-type: none"> A strong commitment to gender sensitive, inclusive and pro-poor development work. A commitment to WaterAid's values and approach. Consultative and empowering management style and willingness to learn from others Willingness to work within an organisational framework in the spirit of mutual trust and respect <p>Of demonstrable personal integrity and team spirit. Good organiser and time management</p>	