



Job Description WaterAid India

Job Title Director - Programme Operations
Reports to CEO/ Country Representative
Reporting to the Position: 4 Regional Managers, and 1 Technical Manager
Place New Delhi

Purpose:

The purpose of this post is

To provide leadership and direction to ensure the strategic development of the WAI programme and its operationalisation in a coherent manner at all levels and thus to anchor the delivery of the country strategy. To supervise, support and guide the functioning of regional teams working across 10 states

Key Accountabilities:

1. Leads strategic development of the programmes in line with the strategic plan to ensure maximum impact and effectiveness.
2. Effectively manages the programme to maximise the provision of sustainable and equitable safe water and adequate sanitation to the poor, within budgetary requirements, in line with technical and quality standards.
3. Oversees the qualitative and quantitative outcomes and impacts of the Programme and the partners' work, and in collaboration with the Manager Strategic Support works to ensure successful implementation in line with the plan
4. Develops and operationalises a strategy for WASH sector support and capacity in the identified areas of Planning, Budget, Institutional arrangement, Implementation and Monitoring
5. Engages with political and Executive leadership of the sector for influencing change in coordination with Director Policy and Partnerships
6. Collaborates with the Director Policy and Partnerships to ensure the effective integration of programme, policy and advocacy activities to meet strategic objectives
7. Reflects and analyses learning from the country programme and demonstrates WAI's impact on the sector to influence practices and policies at national level. Also contributes to documentation and dissemination of these learnings
8. Ensures integration of Rights, Equity and Inclusion (R,E&I) in country programme design in coordination with Director Policy and Partnerships
9. Strategic Direction and Supervision to RMs and program team on
 - a. Partnerships Development,
 - b. Sector engagement and influencing at the state level
 - c. Innovation
 - d. Programme management
10. Contributes to the development of the strategic plan for the country,
11. Takes responsibility for Internal Capacity Development in relation to programme
12. Ensures Core Values and Brand of WAI are safeguarded
13. Supports CE in good governance
14. Contributes to the WA Global agenda and to embedding the Global programme framework in the country
15. Leads, manages and motivates a team, ensuring that they have clear objectives and receive meaningful feedback on their performance.
16. Acts as country level nodal person in Global Programme initiatives in order to ensure two-way exchange between country team and global counterparts
17. Ensures reasonable care is taken of self and others in the workplace according to health and safety policy and principles of WA

Undertakes any other responsibilities, tasks or activities as reasonably required



WaterAid

WaterAid Person Specification

Job Title: Director - Programme Operations - based in New Delhi.

Total Emoluments: 14.5 lakh per annum

| Essential | Desirable |
|---|---|
| Education | |
| <ul style="list-style-type: none"> ➤ Professional qualification or Post graduate degree in Social Science or Engineering or in a relevant discipline along with experience of working with Technical programmes. ➤ Knowledge of history and development of the water and sanitation sector in India. | <ul style="list-style-type: none"> ➤ Additional qualification in Development studies with a strong institutional development component. |
| Experience | |
| <ul style="list-style-type: none"> ➤ 15 years of relevant work experience, out of which 5 years should be in senior management positions including direct line management of professional staff. ➤ Significant experience in programme management, participatory project planning, implementing, monitoring and evaluation. ➤ Participation in programme evaluations and research studies ➤ Experience in addressing institutional development issues. | <ul style="list-style-type: none"> ➤ Experience of working with Government and NGOs along with an understanding of the issues involved. ➤ Experience of water resource management and water quality issues ➤ Experience in the development of integrated projects on Water, Sanitation and Hygiene promotion. |
| Skills | |
| <ul style="list-style-type: none"> ➤ Communication skill, excellent command over English to produce professional documents of national and international standards and participate in policy discussions and debates. ➤ Functional Knowledge of Hindi. ➤ Ability to provide strong leadership in planning and implementing development projects to an agreed work plan. ➤ Ability to work effectively in a (sometimes) pressured environment. ➤ Leadership to manage teams of people, offices and projects. ➤ Great level of initiative required to respond to changing environment | <ul style="list-style-type: none"> ➤ High competence in managerial and professional field to understand and apply and add strategic value to national policies, practices, procedures, concepts and principles. ➤ Knowledge of word processing and spreadsheet skills. ➤ Ability to develop and monitor expenditure budgets. ➤ Ability to negotiate with other agencies and government on collaborative projects. |
| Personal qualities | |
| <ul style="list-style-type: none"> ➤ A commitment to people centred development approach. ➤ Commitment to gender equity and pro poor development. ➤ Ability to spend significant periods of time away from workstation and travelling in remote and rural environment. ➤ Of demonstrable personal integrity. ➤ Team spirit | |