



Position: Programme Manager

Type: Full time

Company: VOICE-4 (for VOICE 4 Girls, registered under Indian Trust Act 1882)

Number of positions: 1

Location: Hyderabad

Reports to: Director

About VOICE-4

VOICE-4 is an evolving organisation dedicated to creating gender transformative safe spaces for empowering adolescents and youth, while driving systemic change through innovative programmes and advocacy.

Vision

An ecosystem where girls and women thrive by breaking intergenerational oppression, taking charge of their futures, their families, and communities.

Mission

VOICE-4 will create gender transformative safe spaces, to unlock agency of girls and women through critical knowledge and feminist leadership, so that they emerge as changemakers.

Focus Areas

- VOICE-4 Girls: Equipping adolescents with critical knowledge and life skills;
- VOICE-4 Women: Empowering young women through programmes that centre gender and leadership;
- VOICE-4 Policy: Advocating to address systemic gender barriers and foster equitable development;
- VOICE-4 Innovation: Pioneering new ideas and scalable solutions to foster gender equality.

Position Description

The Programme Manager will be based at VOICE's office in Hyderabad and report to the Director. The key roles and tasks are given below:

Recruitment

- Manage the recruitment in Telangana, Andhra Pradesh, and other VOICE states
- Tie up with colleges to recruit interns for programme implementation
- Screening of the candidates by conducting telephonic/personal interviews
- Be a point of communication with the counsellors and field coordinators during programme implementation
- Maintain and update database of the candidates



Training

- Plan and conduct trainings for interns (counsellors/field coordinators)
- To support and give feedback on the training conducted

Monitoring

- Monitor and evaluate quality of programme implementation on field
- Timely submission of programme reports

Manage partnerships

- Write and present proposals to the partners as per the partner requirements
- Manage the existing partnerships
- Ensure that all stock partnerships documents are updated and ensure accuracy
- To meet the agreed targets
- Update databases and prepare reports

Team management

- Manage a team of project officers and associates
- Coach, mentor and guide them to achieve their tasks and deliverables
- Problem solve and trouble shoot issues around programme implementation
- Ensure quality standards and targets are met
- Ensure effective systems to track scaling progress, project flows, and support.

Internal and External Reporting

- Provide feedback to the project teams on project strategies and activities
- Suggest strategies to the Senior Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimise or eliminate such bottlenecks

Skills and competencies

- Masters/Graduate degree with 2 - 3 years of experience at the management level
- Preference will be given to candidates below 35 years of age.
- Preference would be given to candidates who have prior experience in managing volunteers/interns
- Excellent grasp of English, Telugu, and Hindi is a must. Fluency in one other Indian language will be an added advantage.
- Strong English oral and written communication skills
- Ability to interact professionally with different stakeholders – from partner representatives to college students and beneficiaries
- Ability to think independently and be proactive
- Ability to critically analyse information and revise projects and plans accordingly
- Ability to adapt to new environments and succeed in a start-up environment



- Self-starter, must be able to recognize and complete tasks without constant supervision
- Outstanding organisational skills and work ethics
- Passion for gender development and empowering adolescent girls
- Knowledge of issues pertaining to the development and education of women and girls is a plus
- Ability to travel throughout India and stay on-site for the duration of programme implementation
- Ability to use MS Office or similar programme for basic back-office work; advanced computer skills preferred
- Understanding of or interest in progressive teaching methodologies • Flexibility and willingness to take on a few tasks those are outside the expectations of the position.

How to Apply:

Please email resume/CV, letter which explains why you are a strong candidate and outlines your related skills as well as your interest in this organization/role, and two professional references to hr@voice4girls.org. Submissions will be considered on a rolling basis.

Please mention Application – Program Manager in the subject line.