

Mission Manager – Job Description

The main responsibility of the Mission Manager (MMs) at the VSTF HQ will include:

- Work with the Chief Operating Officer to create the strategic vision of the organization's programmatic goals and outcomes at the state and district levels.
- Develop the programme log frame in consultation with designated members of the team.
- Develop a period-wise micro-plan for implementation of the overall dashboard and track the progress.
- Ensure that the state and district micro-plans are developed and implemented as per agreed timelines and quality benchmarks.
- Monitor programme progress and provide inputs, as may be required to ensure achievement of planned objectives.
- Conduct periodic review meetings with the programme team to ascertain progress and address aspects of concern.
- Undertake field visit and make on the spot assessment and validation of the progress reports.
- Identify functional support needs and reach to functional experts within the organization and the subject matter experts in the government administration, as may be required.
- Ensure all baseline surveys as may be required by the Impact Team including all monitoring and evaluation related studies are performed in a timely manner as per desired quality benchmarks.
- Pro-actively support the programme team to engage and build relationships with government bodies in the state to facilitate effective implementation of the programme, including engaging with the offices of district collectors and other government and civil society stakeholders as may be required.
- Any other ad hoc activity related to the Mission of the Foundation as may be required.
- Ensure the establishment and operations of the overall programme monitoring and evaluation systems including the RIMS survey and in compliance with the overall requirements of the GoM;
- Any other tasks assigned by the VSTF CEO and Board Members.

Age Criteria

28 – 45 Years as on 30th April 2018

Experience

3 Years to 5 years of relevant experience

Education

Any Graduate/ Post Graduate