



18/06/2022

**Desai Foundation Trust**  
**Position: Program Executive**  
**Location: Madhya Pradesh**

**Organizational Summary:**

We are a non-profit that focuses on empowering women and children through community programming. Through our projects on health camps, skill development (skill and business training) and education, we ensure that the members of marginalized communities especially girls and women have access to opportunities leading to elevate their health and livelihood and enable them to dream beyond their circumstances. Our unique model of bringing programming from the incubation phase to the scale phase – experimenting with inputs and outputs results in maximum impact in these communities. We are a robust public non-profit with a long history of success.

**Role Description:**

The Program Executive is responsible for planning, organizing and implanting projects, gathering data, insights and regular reporting including monitoring and evaluating progress of the programme through the 'Measures of Success' metrics.

**Key Responsibilities:**

- Take lead on planning and prioritizing key activities and interventions in the field
- Guide the field officers to plan, monitor and review activities
- Ensure the projects are aligned and clear on objectives, deadlines, roles and accountabilities.
- Assisting and facilitating in knowledge building and data collections at grassroots level in different villages.
- Support consistent and high-quality implementation of all activities
- Maintain detailed, up to date and accurate information and insights
- Ensure the guidelines are prepared on implementation aspects.
- Maintaining timely and accurate records/documentation and write insightful report



- Work closely with Supervisor to prepare work-plans, develop activity budgets, submit timely expenditure reports and ensure overall efficient use of available resources.
- Assisting the teams through field visits and time to time guidance and their Capacity building through various on site and of site trainings.
- To collaborate and develop PR with local agencies, representatives of partner organization or related stake holders.
- Support an environment of openness, collaboration and transparency
- Ensure behavior of team members are consistent with organizational values at all times.

**Key Skills:**

- Ability to multi task and work under multicultural environment.
- Ability to handle a variety of assignments under pressure of deadlines. Strong written and oral communication skills in English, Hindi and regional language.
- Proficiency in computers – Microsoft Office.
- Ability and willingness to travel in field up to 50 % of his/her time.

**Qualification & Experience:**

- Postgraduate / Masters in subjects related to the development sector is desirable. 1 to 2 years of experience in social / development sector.

**Remuneration:**

- Remuneration will depend on the qualification & experience, which will be negotiable.

**Apply:**

Email Id: [recruitment@desaifoundationtrust.org](mailto:recruitment@desaifoundationtrust.org)

*Note: The role and responsibilities outlined above are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.*