



**Job Position:** Program Manager - India

**Type:** Full-time Position, compensation as per non-profit startup standards and/or commensurate to your experience

**Place of Work:** Based in India (hybrid - remote work and local field travels)

**Languages:** English and Hindi

**Expertise:** Humanitarian, Displacement-Migration nexus, Social Impact

**About us:**

People Beyond Borders (PBB) is an international NGO, bringing together a global team of diverse peacebuilders, humanitarians and multi-sector leaders to serve shared human-centred values. Through our key initiatives related to research, well-being workshops and an entrepreneurship platform, we aim to transform the way displaced people connect with each other and with the world around them. PBB is a bridge – co-creating safer spaces and opportunities – for refugees & displaced people to connect with each other as well as to build up their resources and support systems.

**Job Description:**

The Program Manager will liaison with the global team, lead the everyday functioning & development of the organization to empower displaced people, migrants & refugees in India and be the focal point to proactively run multiple projects with deadlines and responsibilities that include: program designing, coordination, implementation, operations management, resource mobilization, fundraising, partnerships, monitoring & evaluation, strategic financial planning.

**Key Responsibilities:**

- Assess and research opportunities, plan and design projects & programming with goals, indicators, appropriate structures and processes (eg. compliances, contracts, protocols, action plans and corrective measures)
- Map stakeholders, develop partnerships and collaborations with government actors, NGOs, private corporations, local community groups, institutions, donors, etc to implement diverse programs and projects in multiple languages and cultural contexts
- Manage volunteers, recruitment and training of staff, consultants & partners
- Maintain and track budgets, resource allocation, financial performance and optimize expenses with timely reporting, quality assurance and overall integrity of the programmes
- Identify potential grants, corporate social responsibility (CSR) and funding opportunities; support proposal writing; develop financial plans; oversee monitoring & evaluation reporting; lead donor relations and overall resource mobilization strategy



- Communicate strategically and regularly with the global team to align on, prioritize, manage and implement the macro & micro programmatic activities
- Analyse risks, initiate extra activities and other management interventions wherever gaps or issues in the programmes are identified
- Develop unique and creative ways to build a strong foundation for the organization's expansion, growth and empower the team to improve based on specific targets
- Create and promote a positive, multicultural work environment that supports consistency throughout the organization's mission-vision-values, operational methods, data collection needs and impact evaluation

### **Key Experiences:**

- University degree or equivalent in a relevant field (such as business management, entrepreneurship, international relations, social sciences) and experience of 5+ years of leading a team preferably in the humanitarian, development or peacebuilding sector
- An entrepreneurial mindset with outstanding organizational, leadership, communications, negotiation and program management skills
- A good understanding of humanitarian principles, with experience in working with refugees or displaced people and a genuine passion for the cause
- Strong understanding of leading start-ups, incubations, finance and performance management strategies
- Excellent analytical abilities and problem-solving skills
- Familiarity with diverse business functions such as PR, business development, finance, grants, human resources, etc
- Proven ability to build consensus, trust and relationships among executives, partners and the workforce
- Adept in using different technology tools such as Microsoft Office, GSuites, Slack, Trello, Basecamp, Adobe, etc to simplify program management tasks

### **What you can expect from us:**

- Participation in an international, open-minded team with a motivating working environment and a lot of room for creative solutions
- Access to an engaged community of practice and creative trainings facilitated by experts
- Support and network connections with team members from diverse regions, backgrounds and expertise
- Additional remuneration from the grants and funds you raise
- Resources and tools based your own passions and interests

### **Application Procedure:**

Please submit your CV and One-Page Cover Letter to [peoplebeyondborders@gmail.com](mailto:peoplebeyondborders@gmail.com) with the position title in the subject line