

TATA TRUSTS

Role Details		
1.	Role	Programme Associate (Respective Programme Themes)
2.	Function Sub-function	Programme Respective Themes
3.	Location	Mumbai
4.	Nature of Employment	Fixed Term Employment - 3 years
5.	Reporting	Theme Head
6.	No. of Vacant Positions	Three (3)

Brief Job Description:	
1.	Grant Management Support <ul style="list-style-type: none"> Assist in end-to-end grant management processes including due diligence, documentation, approvals, disbursements, and compliance tracking. Maintain updated records of grant agreements, timelines, and milestones. Follow up with grantees for timely submission of programme and financial reports and deliverables.
2.	Budget Preparation and Monitoring <ul style="list-style-type: none"> Support programme teams in preparing, assessing, reviewing budgets for new proposals or ongoing projects. Track expenditures against approved budgets and flag variances. Support programme teams on tracking financial reports, audit observations and resolutions. Coordinate with finance teams for reconciliations and financial reporting. Support programme teams in developing budgets as part of workplans.
3.	Coordination for Grant Management System <ul style="list-style-type: none"> Act as the primary point of contact for updates and troubleshooting in the Grant Management System (e.g., Fluxx or equivalent) in consultation with respective POs Train and support internal teams and grantees on system usage. Ensure all data is accurately captured and regularly updated on the platform. Adapt align to changes in Grant Management System as per organisation's need.

Stakeholders	
Relationship (within organization)	Finance, Programme team
Relationship (Outside Organization)	Grantee, Institutions, Partners, NGO

Job Specifications

Knowledge:
<ul style="list-style-type: none"> Strong attention to detail, documentation skills, and ability to multitask. Proficiency in MS Excel
Competencies & Skills:
<ul style="list-style-type: none"> Familiarity with grant management processes and financial systems. Experience with grant management platforms Effective communication, teamwork and coordination skills across internal and external stakeholders.
Experience:
<ul style="list-style-type: none"> 2–4 years of relevant work experience in programme support, preferably in the development/non-profit sector.
Qualification:
<ul style="list-style-type: none"> Graduate/Postgraduate degree in Commerce, Development Studies, Business Administration, Finance, or related fields.