

TATA TRUSTS

Role Details		
1.	Role	Senior Programme Manager– Nutrition
2.	Programme	Nutrition
3.	Location	Mumbai
4.	Reporting Manager	Head – Nutrition
5.	Employment type	Fixed term employment for 3 years
Brief Job Description:		
Strategy		
1.	Contribute towards reviewing and updating strategy from time to time in consultation with Theme Head, Senior Advisor and Head of Program. This will necessitate landscaping and situation analysis, need gap assessment of nutrition, health and inter-related domains by conducting background desk research and real-life ground assessments and identifying potential needs.	
2.	Contribute to the expansion of Tata Trusts’ nutrition program with a focus on high priority geographies.	
3.	Develop comprehensive program plans, delivery models, monitoring frameworks and scale-up roadmaps for new and existing nutrition initiatives and programs.	
4.	Identify and initiate strategic nutrition partnerships with like-minded stakeholders.	
5.	Initiate, support and deliver on any high priority assignments as mandated by the organization.	
Technical		
1.	The incumbent will offer thought leadership on nutrition specific and nutrition-sensitive program and research development as per Tata Trusts’ vision and strategy. The candidate will formulate problem statements from time to time.	
2.	Adopt best practices and apply these in program design and management, will promote cross-sectoral linkages and integration of cross-cutting issues.	
3.	Build a pipeline of proposals for developing the Nutrition portfolio in alignment with thematic strategy and multi-year grantmaking goals. Co-create concepts and proposals for shaping initiatives with potential partners. Develop and float RFPs.	
4.	Undertake comprehensive evaluation of relevant concepts and proposals for grantmaking at regular intervals. Engage and involve external experts in the evaluation process as per Trusts norms.	
6.	Lead and organize sectoral meetings, roundtables, consultations, and workshops as per plan.	
7.	Develop and execute monitoring, learning and evaluation frameworks to develop innovative and/or tested theories of change for effective and feasible models.	
Program Management		
1.	The incumbent will independently manage different complex programs and initiatives. End to end responsibility from onboarding grants, management and closure, adhering to processes, monitoring and supervision of grants/programs, offer support to grantees. Ensure timely reports and fund disbursals.	
2.	Identify learnings and lessons from projects and initiatives and develop knowledge products.	
3.	Work in collaboration with other themes and cross-functional units such as strategy, grant management, finance, legal, partnership, communications as and when required and assigned.	
4.	Create high-quality content for a mixed audiences – like case studies, reports, concept notes, pitch decks, articles/blog posts, etc.	
5.	Development of annual work plans and budgets collaboratively.	
6.	Management of relationships with respective grantees and partners.	
7.	Liaise and serve as a key point of contact with stakeholders including Government and other partners.	
Competencies and values:		
• Problem solving		
• Data and innovation orientation		
• Strategic thinking & planning		
• Agility and adaptability to organization level changes		
• Planning, organizing, leading and supervising		
• High integrity, ethical, responsible and accountable		

Knowledge & Skills:
<ul style="list-style-type: none"> • Deep commitment, passion and experience in the social development sector is necessary. • Awareness and knowledge of field realities and social complexities with a focus on communities. • Good understanding and experience of using theory of change-based program design. • Prior experience in research and program evaluation will be essential. • Experience in landscaping and gap analysis, curating problem statements, theory of change, logical framework analysis or results framework is strongly desirable. • Program and grant management exposure and past experience in budget management is important. • Skilled in proposal assessment and evaluation. • Experience in partnerships and relationship management with diverse stakeholders. • Excellent communication skills with command over spoken and written English and Hindi. • Knowledge of field realities and social complexities with a focus on communities is essential. • Proactive, self-starter, who can work independently and collaboratively. • Team player and collaborative with good interpersonal skills. • Proficient in computer skills (ie: Outlook, Word, Excel, PowerPoint, SPSS, Google Suite, etc.) • Respect and practice diversity, equity and inclusion.
Experience:
<ul style="list-style-type: none"> • About 15 years of experience in public health nutrition, food and related program development / research / policy. Prior experience in philanthropy and grant making will be an asset.
Qualification:
<ul style="list-style-type: none"> • PhD / Master's or a PG Diploma in Public Health Nutrition/ Community Health/ Global Health/ Public Health/ Food and Nutrition policies and programs/ Public Policy / Development Studies / and related disciplines.

****Mandatory travel to different locations in the country, including remote areas, at least 10-15 days in a month.**