

TATA TRUSTS

Role Details		
1.	Role	Senior Programme Manager, Nutrition
2.	Grade	Equivalent to 3B
3.	Programme	Nutrition
4.	Location	Mumbai
5.	Nature of Employment	Fixed term employment for 3 years
6.	Reporting to	Head, Nutrition

Role Overview:

The **Senior Programme Manager, Nutrition** will lead the design, expansion, and management of Tata Trusts' nutrition initiatives across India. The role combines strategic vision with technical expertise, ensuring programmes are evidence-based, scalable, and impactful. Acting as both strategist and implementer, the incumbent will drive partnerships, oversee grants, and generate knowledge products that influence practice and policy. With a focus on improving nutrition outcomes for vulnerable communities, this role demands strong leadership, cross-sectoral collaboration, and the ability to translate research and innovation into sustainable programmes.

Key Responsibilities:

1.	Strategy: - Contribute towards reviewing and updating strategy from time to time in consultation with Theme Head, Senior Advisor and Head of Programme. 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. - Contribute to the expansion of Tata Trusts' nutrition programme with a focus on high priority geographies. - Contribute to strategizing internal collaborations with other themes like health or education within Tata Trusts - Develop comprehensive programme plans, delivery models, monitoring frameworks and scale-up roadmaps for new and existing nutrition initiatives and programmes. - Identify and initiate strategic nutrition partnerships with like-minded stakeholders. - Initiate, support and deliver on any high priority assignments as mandated by the organisation.
2.	Technical: - Review latest and best practices in nutrition and offer thought leadership on nutrition specific and nutrition-sensitive programme and research development as per Tata Trusts' vision and strategy. The candidate will formulate problem statements from time to time. - Adopt best practices and apply these in programme design and management, will promote cross-sectoral linkages, cross-theme, and integration of cross-cutting issues.

TATA TRUSTS

	• 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 and work in evaluations of submitted proposals. • Undertake comprehensive evaluation of relevant concepts and proposals for grant-making at regular intervals. Engage and involve external experts in the evaluation process as per Trusts norms. • Lead and organise sectoral meetings, roundtables, consultations, and workshops as per plan. • Develop and execute monitoring, learning and evaluation frameworks to develop innovative and/or tested theories of change for effective and feasible models.
3.	Programme Management: • Independently manage different complex programmes and initiatives. End to end responsibility from onboarding grants, management and closure, adhering to processes, monitoring and supervision of grants/programmes, offer support to grantees. Ensure timely reports and fund disbursements. • Identify learnings and lessons from projects and initiatives and develop knowledge products. • 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. • Create high-quality content for a mixed audiences – like case studies, reports, concept notes, pitch decks, articles/blog posts, etc. • Development of annual work plans and budgets collaboratively. • Management of relationships with respective grantees and partners. • Liaise and serve as a key point of contact with stakeholders including Government and other partners.

Stakeholders	
Relationship (within organisation)	Theme Heads, Function Heads, Departmental teams
Relationship (outside organisation)	Government Officials, Applicant Organisations

Skills & Competencies:
• Problem solving, particularly in public health and nutrition
• Data and innovation orientation
• Strategic thinking & planning
• Agility and adaptability to organisation level changes
• Planning, organising, leading and supervising
• High integrity, ethical, responsible and accountable
• Deep commitment, passion and experience in the social development sector is necessary, along with

TATA TRUSTS

domain knowledge in nutrition. Public health competence is valuable.
• Awareness and knowledge of field realities and social complexities with a focus on communities.
• Good understanding and experience of using theory of change-based programme design.
• Prior experience in research and programme 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.
• Programme 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 (i.e. Outlook, Word, Excel, PowerPoint, SPSS, Google Suite, etc.)
• Respect and practice diversity, equity and inclusion.
Essential Qualification & Experience:
• PhD / Master's or PG Diploma in Public Health Nutrition/ / Global Health/ Public Health/ Food and Nutrition policies and programmes/ Public Policy / Development Studies / and related disciplines, or MD in Community Health with interest in nutrition
• About 10-15 years of experience in public health nutrition, nutritional biology, food and related programme development / research / policy. Prior experience in philanthropy and grant making will be an asset.
• Mixed experience in philanthropy and private sector will be an advantage, especially in supply chain, logistics

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