

NATIONAL EMPOWERMENT FOUNDATION

SCHEME OF SERVICE

Post: Programme Manager

Salary: Rs 59700 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000 (NEF 20)

Qualifications: A. By selection from among officers in the grade of Community Project Coordinator and serving officers of the NEF who possess:

(i) a Degree in Social Work or Management or Administration

OR

an equivalent qualification acceptable to the Board; and

(ii) at least five years' relevant experience at managerial level

AND

B. By selection from outside candidates possessing the qualifications at A.

C. Candidates should –

(i) have a keen interest and proven track record in social work, poverty alleviation activities and field work operations;

(ii) possess good interpersonal, communication and report writing skills;

(iii) be proficient in IT office tools as well as in statistical and data interpretation;

(iv) possess strong leadership and problem-solving skills;

(v) have the ability to work in a team; and

(vi) be able to meet tight deadlines.

Duties:

1. To report and shall be accountable to the Chief Executive Officer.
2. To be responsible for the monitoring and evaluation of poverty alleviation and empowerment programmes and projects and to prepare related reports.
3. To be responsible for the overall implementation, coordination, monitoring and supervision of all operations and activities of the Projects/Programme/Schemes/Initiatives.
4. To be responsible strategies for effective project formulation and project referral at national level.
5. To prepare the annual work plans and budgets relating to the Projects/Programme/Schemes/Initiatives.

6. To prepare operational guidelines, parameters and eligibility criteria for the Projects/Programme/Schemes/Initiatives.
7. To ensure that all project proposals are in line with the set parameters, guidelines and eligibility criteria approved.
8. To ensure the preparation and submission of progress reports to the NEF Board.
9. To consult with sub-committees of the NEF and relevant stakeholders during identification or projects formulation.
10. To submit projects and proposals to the NEF Board for endorsement.
11. To submit for approval to the NEF Board any project falling outside the parameters/eligibility criteria of the Projects/Programme/Schemes/Initiatives after consultation with relevant stakeholders.
12. To ensure an integrated approach in the implementation of projects and contribute to build synergy with stakeholders.
13. To be accountable for the execution of all projects in line with KPIs set for the Projects/Programme/Schemes/Initiatives, including results achieved and disbursements effected.
14. To ensure proper follow up of beneficiaries through site visits to collect monitoring data, check progress, identify constraints, propose improvements, and submit regular feedback reports.
15. To prepare in consultation with the Communication Department relevant brochures and other communication materials.
16. To examine and certify requests for payments relating to implementation of projects and activities.
17. To be responsible for all staff falling under the Projects/Programme/Schemes/Initiatives and report on their performance.
18. To attend meetings as directed by the Chief Executive Officer.
19. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbent in the roles ascribed to him.

NOTE

Programme Managers may be requested to work outside normal working hours, including Saturdays, Sundays, and Public Holidays.



Approved by : The Board at its 103rd meeting
 Name : A. SEESUNKUR
 Designation : Chairman
 Date : 04 December 2018

A handwritten signature in blue ink, appearing to be 'A. Seesunkur', with a large scribble to its right.