THE LEPROSY MISSION TRUST INDIA

Job Title: Programme Manager
Project: Transforming the treatment and prevention of Leprosy and Buruli ulcers in Low and Middle-Income countries (LMICs)
Reporting to: Country Lead of the project
Location: Chhattisgarh
No. of positions: One

About The Leprosy Mission Trust India (www.leprosymission.in)

The Leprosy Mission Trust India (TLMTI) established in 1874, is the largest Non-Governmental Organization (NGO) in India, working with persons affected by leprosy, disability and other marginalised communities for over 143 years, in the areas of health, education, sustainable livelihoods, community development, advocacy and communication, research and training. TLMTI has 14 hospitals, 6 Vocational Training Institutes, a state-of-the-art Research Laboratory, 5 small residential facilities (Snehalayas) for the care of elderly people who are disabled due to leprosy, and community-based development projects across 9 states in the country. TLMTI also supports the National Leprosy Eradication Program.

ROLE SUMMARY

The Programme Manager for the project titled “Transforming the treatment and prevention of Leprosy and Buruli ulcers in Low and Middle-Income countries (LMICs)” will oversee the overall implementation of the project managerially and technically in the Champa Jangir district, Chhattisgarh. This project is a community-based research project aims to prevent ulcers through promoting self-care practice. The role entails very closely with the General Health System, frontline health workers and National Leprosy Programme at district level, prepare monthly narrative and financial reports. The role requires strong communication ability both oral and written and project staff management as per TLMTI Human Resources and administrative policies.

KEY RESPONSIBILITIES AND DELIVERABLES

A. Project Management
- Undertake quarterly planning and budgeting exercise of the project with the project team under the supervision and support of the Head-Knowledge Management Domain
- Oversee the implementation of the project in the selected blocks of the Champa Jangir district and work closely with the project team at the ground level as per the implementation plan of the research proposal.
- Ensure that the project expenditures are undertaken as per the budgetary provisions made in the project.
- Undertake periodic monitoring of the project through regular field visits and providing feedback and continuous hand holding support to the project team.
- Attend monthly meetings to discuss the current activities and plan for the next quarter of the year.
- Periodic monitoring of the data collection for its validity and reliability
- Ensure that staff morale is maintained at the highest level for the best outcomes from the project
- Prepare quarterly narrative and finance report of the project with plan for the next quarter of the financial year

B. Working with the Government and other relevant stakeholders
- Establish and maintain close working relationship with the Government officials at the State and Districts
- Work closely with the front-line health workers to implement the project plan

**C. Technical support to project staff and front-line health workers**

- Lead on providing technical support to the project staff and front-line health workers who will be implementing the research plan
- Support project staff in training and capacity building of grassroots level health functionaries like ASHA, ANM, Mitanni’s and similarly other relevant cadre of workers as detailed in the research implementation plan

**D. Any other activity / task as assigned by the country lead of the research project and Research coordinator.**

**KEY SKILLS, COMPETENCIES AND QUALIFICATIONS**

- Bachelor of Physiotherapy / Masters in Physiotherapy / Master’s in social work or any disability related discipline with relevant experience
- At least 3 years of relevant experience of working in the area of disability management and health program management
- Strong oral and written communication
- Strong persuasion and negotiation skills
- Ability to work under pressure and tight timelines
- Ability to work in a team and build a strong cohesive team

Interested candidates can share their curriculum-vitae through [jobs@leprosymission.in](mailto:jobs@leprosymission.in) on or before 15th Feb 2020.

*TLMTI is an equal opportunity employer and qualified women candidates / differently abled persons are encouraged to apply. Our policies and procedures reflect our commitment to child rights, child protection, safeguarding of our staff members, individuals / communities disadvantaged by leprosy and other marginalised communities.*