

Position	<b>Lead - Operations Support</b>
Location	Karnataka, Chhattisgarh, Rajasthan
Reporting to	National Program Manager
About IPE Global Centre for Knowledge & Development (CKD)	<p>IPE Global Centre for Knowledge &amp; Development (CKD) is a not-for-profit organisation, with a singular focus on women, adolescents and children. We relentlessly pursue building the agency of women, adolescents and children by providing equitable access to health, nutrition, education and 21st century skills, livelihood and employability. With a commitment to leave no one behind, our key principles of diversity, equity and inclusion drive all our goals.</p> <p>CKD was incubated in 2013 by IPE Global Limited, an international development organisation with a track record of implementing multi-sectoral, large-scale, and high-impact development projects across continents. CKD leverages IPE Global's 27+ years of experience and knowledge for maximum impact.</p>
Job Description	<p><b>Position Summary</b> CKD invites applications from qualified candidates for the position of <b>Lead – Operations Support</b> for a large-scale <b>Maternal Health and Nutrition Project</b>.</p> <p><b>Lead – Operations Support</b> will lead the design, implementation, and monitoring of the Cash Plus initiative with an aim to improve the enrolment and utilisation of cash benefits among pregnant and lactating women towards nutritional gains. Responsibilities include guideline development, systems design and rollout, fund sanction and disbursement planning and oversight, digital governance mechanism for the cash schemes, and strengthening of beneficiary grievance mechanism. The role will also work with the state lead and communication team to plan social behaviour change and awareness campaigns for the cash schemes. S/he will coordinate the technical assistance and will be responsible for overall planning, implementation, monitoring and reporting of the project. While the position is based in the state, s/he will also act as the interface with the district program teams for smooth implementation.</p> <p><b>Key Responsibilities</b></p> <p><b>Strategic planning, implementation and monitoring</b></p> <ul style="list-style-type: none"> <li>▪ Lead the development and implementation of overall project strategy for intervention areas, ensure compliance with the work plan, targets, indicators and project calendar, and coordinate extensively with the state lead for seamless execution.</li> <li>▪ Develop implementation SOPs and lead its roll out and monitoring at state and districts.</li> <li>▪ Ensure timely and complete submission of program updates from the districts to the program team.</li> <li>▪ Ensure periodic coordination meetings and updates through a state oversight committee with government and non-governmental stakeholders</li> <li>▪ Plan, coordinate and execute trainings, capacity building, knowledge management, and communication materials for the state aligning with the project plan</li> </ul> <p><b>Project management</b></p> <ul style="list-style-type: none"> <li>▪ Responsible for hiring, training and managing the district teams and coordination with other state teams including training, knowledge and cash experts.</li> <li>▪ Lead implementation, management, supervision, and monitoring of all activities of the project in collaboration with the state lead.</li> <li>▪ Work with the communications team to plan and execute awareness campaigns and knowledge manager for smooth executive of project monitoring and reporting.</li> <li>▪ Maintain effective communication through periodic review meetings and visits in the intervention districts with team members and key stakeholders to ensure cohesive implementation and timely issue resolution.</li> <li>▪ Develop and submit quality assured deliverables for government and donors for monthly, quarterly, semi-annual and annual reporting on programmatic and financial activities.</li> </ul> <p><b>External engagement</b></p> <ul style="list-style-type: none"> <li>▪ Coordinate with the nodal departments in the State for implementation of project interventions.</li> <li>▪ Establish and nurture external partnerships with NGOs, CSOs, other project partners that will contribute to the success of the project.</li> </ul>

	<i>As job descriptions cannot be exhaustive, Lead – Operations Support may be required to undertake other duties as determined by the National Program Manager that are broadly in line with the above key responsibilities.</i>
Qualification & Experience	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>▪ Post-Graduate in Management/ Public Health/ Social Sciences with minimum 12 years of experience in managing large-scale public health programmes.</li> <li>▪ Leadership/ management consulting experience in development/public health programs or strategy organization, preferably in public sector, including extensive (8-10 years) experience of managing large scale programs and teams, programme strategy, design and implementation.</li> <li>▪ Exceptional results orientation combined with strong relationship management skills.</li> <li>▪ Demonstrated experience building and leading strategic partnerships with key stakeholders from diverse sectors including NGOs, government, donors, and the private sector.</li> <li>▪ Computer proficiency with high level of familiarity with data base management and commonly used packages like MS Word, Excel, and Power Point, etc.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>▪ Experiencing in implementing large scale cash transfer programmes or direct benefits transfer (DBTs) and SBCC programs.</li> <li>▪ Good operational understanding of women and child development, health and family welfare and rural development sectors and programmes.</li> <li>▪ Experience in leading and managing a diverse team of professionals. Proven track record of working with external partners, agencies, and governments.</li> <li>▪ Preference will be given to those with previous experience of working with demanding donors, private foundations, and corporates.</li> </ul>
Contract Type and Period	<p>This will be a fixed term employee contract.</p> <p>The contract will initially be for a period of one year and can be extended thereafter based on performance.</p>
Compensation	Compensation package will be commensurate with qualification & experience and last salary drawn.
How to Apply	Eligible candidates interested in the position are requested to email their application along with their detailed CV, mentioning 2 references to <b>hr@ipeckd.org</b> . Please mention the name of the position and preferred state in the subject line (Eg: Lead – Operations Support, Maternal Health & Nutrition Project, Assam) along with notice period, last drawn salary, expected salary
CKD is committed to adopting fair, objective, and inclusive employment practices that uphold equal opportunity and foster diversity. We strive to ensure that all employees and prospective employees are treated with dignity and respect at every stage of the employment cycle. Guided by our commitment to diversity, equity, and inclusion, we aim to cultivate a workplace that reflects and responds to varied experiences and perspectives.	