

## Job Description: Director, Health and Nutrition Programs

**Location:** Gurgaon (NCR), India,

**Start date:** Immediate

**Reporting to:** Managing Trustee, FFHIT

### About the organization

Freedom from Hunger India Trust (**FFHIT**) was established as an Indian trust in 2012. FFHIT builds on over seven decades of experience of Freedom from Hunger USA in designing innovative community based programs, addressing food and nutrition security, livelihoods and resilience of poor communities around the world. FFHIT currently is working on health and nutrition programs in the states of Madhya Pradesh, Rajasthan and West Bengal. Technical staff of FFHIT oversee programs focused on health, nutrition, financial inclusion, vulnerable youth, and savings group methodologies and provide expert advice on learner centered curriculum design. See <http://www.freedomfromhunger-india.org/> for details.

### Job Purpose

Director, Health and Nutrition Programs is a key member of the Senior Leadership Team of FFHIT and provides technical leadership to all the health and nutrition programs of FFHIT. Key requirements for the position includes: **Program Strategy Development, Business Development and External Relationships for fund raising, Proposal development, Overseeing implementation of all programs** to ensure adherence to highest quality standards and compliance with all donor requirements and deliverables. Through its programs, FFHIT intends to contribute to sustainable outcomes in the domains of health and nutrition for low income people, particularly women and children.

### Core duties and responsibilities

- i. **Lead the development of Program Strategy** of FFHIT through a collaborative and participatory process involving all relevant stakeholders. FFHIT program strategy follows a robust theory of change/ results framework and is based on sound data and evidence. The program design must be based on the relevance of program for the target community and context, effectiveness in delivering expected outcomes sustainably and efficiency in resource utilization.
- ii. **Business Development and External Relationships:** The Director- Health and Nutrition programs will lead the business development and external relationships with and aim to garner program funding necessary to create and scale impact of FFHIT. This will entail:
  - Liaison with past, current and potential future donors
  - Identify funding opportunities and pro-actively respond to them in collaboration with other team members
  - Lead proposal development process, including development of theory of changes, results framework, monitoring and evaluation framework, budgets and timeline etc
- iii. **Program Implementation:** Director- Health and Nutrition will lead the overall program implementation of all health and nutrition programs of FFHIT. This includes:
  - Recruitment and training of the program team
  - Identification of local partners and their training needs
  - Design curriculum based on training needs identification, field test and adapt the training modules, facilitate training on use of module and roll out the module
  - Monitoring the physical and financial progress of the projects
  - Continuous internal and external updates on the progress of programs

- Act as the Lead Master Trainer for all training modules.
- iv. **Program quality:** FFHIT is distinguished for adhering to high quality standards in its programs. The Director- Health and Nutrition will be the champion for program quality in FFHIT, including design, adaptation and roll out of monitoring and reporting tools related to health projects and build partner capacity. FFHIT's program quality parameters include:
- **Participation** of the end beneficiaries and all stakeholders in the program design, implementation and evaluation process
  - **Inclusion** of various sections of society, especially the most marginalized and vulnerable sections, such as socially and economically backward communities, women and girls
  - **Do no harm:** Ensure that all programs and interventions of FFHIT are carefully evaluated against the criteria of 'do no harm'.
  - **Sustainability:** All aspects contributing to sustainability of our interventions should be identified and addressed.
- v. **Research, Documentation and dissemination:** FFHIT believes in being a learning organization and evidence based programming. Research and documentation plays a critical learning in advancing organizational learning as well as facilitating learning amongst various stakeholders. The Director- Health and Nutrition programs will commission/ supervise research and evaluation initiatives and also apply the insights generated from research and evaluation in future program design. Documentation and dissemination through multiple channels such as presenting at conferences, stakeholder meetings and social media is critical to multiply our impact.
- vi. **Human Resource Management:** The Director- Health and Nutrition will lead the team of Project staff engaged in various projects, and will be responsible for their performance management. FFHIT believes in a workplace culture where performance and deliverables are critical, but also ensuring that an employee friendly workplace environment and culture is maintained that promotes collaboration, and encourages initiatives and innovation by everyone. Everyone is treated with respect and dignity and gets an opportunity to learn new skills.

### Experience and qualification

- i. **Post Graduate Degree** in a relevant discipline such as Health, Public Health, Nutrition, Social Work, Rural Development etc
- ii. **At least 7 year of substantive work experience** in a variety of contexts, including work at the grassroots level with the communities, technical assistance and capacity building of civil society organizations, health and Nutrition program management, working in close collaboration with the government and private sector.
- iii. High degree of proficiency in English and Hindi and Excellent communication skills
- iv. Leadership skills to take a team along, facilitate dialogue and build consensus.
- v. Experience of working in Senior Management team, with budget responsibility

**How to apply:** Please send your CV (including references and current salary details) and a covering letter stating your motivation to apply for this position to [csingh@freedomfromhunger.org](mailto:csingh@freedomfromhunger.org)