**Title:** Program Support Manager (PSM)

**Scope of Work**

Program Support Manager (PSM) oversees the fulfilment of the team’s goals by coordinating activities between multiple projects without directly managing them. The Program Manager will be responsible to support the RAP team in:

* Organizing programs and activities in accordance with the specific needs of a project.
* Developing a budget and operating plan for new projects
* Developing methods to assess project strengths and identify areas for improvement.
* Ensuring that project goals are met in areas including client satisfaction, quality, and team member performance.
* Implementing and managing interventions to ensure project goals are achieved.
* Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
* Producing accurate and timely reporting of program status throughout its life cycle.
* Analysing program risks, creating risk mitigation plans and executing them in consultation with the team lead.

**Location**

New Delhi

**Reports To**

Deputy Country Director- Technical

**Grade Level:** M3

**Compensation**

A monthly compensation of INR 117,200 subject to deduction of TDS as per Income Tax Act Rates will be paid to the consultant. All Project related expenses would be reimbursed, as agreed upfront. Any revision to the compensation above will be after due mutual discussion and written intimation.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **November 14, 2022** to **November 13, 2023** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.