

V. NEETA MARIA SATHISH

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To be a reputed Instrument for change in Social Development
~ **Program Management ~ Documentation ~ Partner Management ~**
Domain: Health, Children, Disaster Management & Micro-Finance

PROFILE SUMMARY

- A strategic Program Leader with **11+ years** of rich experience in directing development programs focused on orphan and vulnerable children, child rights, HIV/AIDS, children affected and infected by HIV/AIDS and positive action.
- **Presently working as an Independent consultant and handling documentation for various programs.**
- Expertise in program management, scaling up of projects, partner management, capacity building, providing technical assistance, program monitoring & evaluation, documentation evaluation, training, networking & linkage.
- Proven ability in devising strategies aimed at enhancing overall program performance and organizational growth.
- Achieved outstanding success in building and strengthening relationships with key stakeholders including government, donors/funding agency & civil society to create and enable environment for the program at the national, state & district levels.
- Experienced in developing framework for community led programming and engaging, conceptualization and forming of Support Groups to provide psychosocial support to the disaster affected people, children and PLHIVs.
- Resourceful in facilitating training and workshops sessions on disaster management, HIV/AIDS, microfinance and Life Skills Education for communities.
- Excellent communication, leadership and relationship management skills with the ability to relate to people at any level of business and management.

CORE COMPETENCIES

Strategic Planning ♦ Program/Project Management ♦ Documentation & Operational Research ♦ Resource Mobilization ♦ Supportive Supervision & Evaluation ♦ Capacity Building & Learning Systems ♦ Policy & Governance Model Development ♦ Outreach Program Implementation ♦ Budget Management ♦ Lead Cross Functional Team

CAREER SCAN

Independent Consultant (Since mm'yy)

- Providing documentation services to various clientele and have handled documentation for
 - South Asia Consultation on maternal health at Kathmandu, Nepal for OXFAM India
 - National Dissemination and Facilitation of Agents of change for OXFAM India
 - Partners Facilitation Workshop for OXFAM India
 - Consultant for Business Development and data analyst in New Era Company

Jul'13-Feb'14: Miracle Foundation India as Program Coordinator

A trusted multinational non-governmental organization (NGO) that empowers orphans and orphanages to reach their full potential

- Handled the development and management of all aspects of the program.
- Provided organizational, technical and financial management support to the sub awardees.
- Developed strategies and maintained effective programs controls and achieved all organizational expectation.
- Monitored and evaluated partner performance and program efficiency.
- Responsible for budgeting, networking and linkages, ensuring capacity building of the partners and documentation.
- Facilitated training of partners on project planning and implementation.
- Ensured child rights for all the children in the children's home supported by Miracle Foundation India

Nov'08 -May'31: Project Concern International, India

PCI is a non-profit health and humanitarian aid organization dedicated to preventing disease, improving community health, and promoting sustainable development.

Program Specialist, PCI - Delhi (Dec'11-May'13)

- Responsible for planning and development of proposal, documentation, resource mobilization and coordination.
- Monitored and reviewed various country programs such as Health (HIV/AIDs, Polio, MNCH), Children (Orphan and vulnerable children), disaster management and micro finance.
- Providing strategic direction and support during the course of performing need assessment, baseline survey, special study, research studies, midterm and final evaluation.
- Established and built strong working relationship with various officials/organizations and donors.

Program cum Documentation Officer, PCI-Delhi (Nov'08-Dec'11)

- Involved in the development of proposals and budgets.
- Responsible for reviewing and evaluating reports for all the 16 country projects.
- Handled documentation for multiple projects including developing brochures, fact sheets, case stories, best practices and PCI's Annual Report.
- Evaluated and developed program governance to ensure compliance with Donor Agency's strategies.
- Took on Consultancy assignments for various projects and managed partners and resources.

M&E, PCI-Delhi, Karnataka (Jul'08-Nov'09)

- Accountable for the development and review of M&E strategies including Performance Monitoring & Evaluation plan (PMEP), Management Information System (MIS), Indicator Performance Tracking Table (IPTT), Logical Result framework Indicator Reference Sheet, Data Quality Management Plan, Tools for Needs Assessment and Baseline survey.
- Assisted project staff and country programs with developing targeted communication products and materials.
- Organized internal/external data and documentation of the programme in a systematic manner.
- Identified and oversaw the implementation of innovative approaches to disseminate information and learning to project partners and external stakeholders.
- Ensured communications are consistent in messaging across the program and aligned with overall goals and strategies.

Micro Finance Coordinator, PCI- Nagapattinam, Tamil Nadu (Oct'07-Jul'08)

Area Coordinator, PCI- Nagapattinam, Tamil Nadu (Dec'06-Sep'07)

Counselor, PCI- Nagapattinam, Tamil Nadu (Nov'05 -Nov'06)

- Involved in providing support services in the Tsunami reconstruction Program in Nagapattinam.
- Directed a team of 28 staff and provided technical support and guidance to the program for education, child care services, health and HIV/AIDS, micro finance and livelihood, construction, water and sanitation, youth employment, vocational training, etc.
- Designed programs, developed policies and governance for implementation of programs.
- Provided day-to-day management and oversight of the microfinance demonstration project and all associated staff.
- Developed agreements with project partners and assist in securing additional partnerships.
- Identified sites for implementation, mobilized resource and created local support of the project.
- Monitored and conducted regular evaluation of the program.
- Provided training and technical assistance to peer group advisors, govt. officials, NGO & community members.

Highlights:

- Facilitated trainings and workshops on 'disaster management, HIV/AIDS and microfinance' for government officials, NGO members and community members and Life Skill Education for disaster affected children and HIV positive children and PLHIVs.
- Organized and coordinated major events such as World Aids Day, Women's Day etc.

Aug'04-Oct'05: Young Women Christian Association (YWCA) Sale, Tamil Nadu as Social Worker & Counselor

- Involved in providing overall care and support to children and people affected by HIV/AIDS.
- Facilitated sensitization workshops on HIV/AIDS for children and community members and Life Skill education for communities and HIV infected children.
- Liaised with government officials, educational institutions and NGO partners.

ACADEMIC CREDENTIALS

2004 Masters in Social Work (MSW), specialized in Medical & Psychiatric | Bishop Appasamy College of Arts and Science, Coimbatore, Tamil Nadu.

2001 B.A. Sociology | Stella Maris College, Madras University, Chennai, Tamil Nadu

Additional Qualification:

2002 Diploma in Travel & Tourism from Cultural Academy, Chennai, Tamil Nadu

PERSONAL DETAILS

Languages Known: English, Tamil, Hindi, Malayalam, Kannada & Telugu

Preferred Location: Delhi only

REFERENCES AVAILABLE UPON REQUEST