**National Social Inclusion Foundation**

**Scheme of Service**

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| **Post** | **Programme Manager** |
| Salary | Rs 61,740 x 1,990- Rs 65,720 x 2,290- Rs74,880 x2,630- Rs 85,400 x3,020- Rs 97,480 x 3,470 + Rs100,950 |
| Duration | Three (3) years renewable for another period of 3 years |
| Travelling Allowance | Rs 16,000 monthly |
| Phone Allowance | Rs 1,500 monthly |
| Qualifications/ Experience/Skills | Candidates should:   1. Have a University Degree in any Social Sciences discipline or equivalent qualifications acceptable to the Council. 2. At least 5 years' experience at managerial level. 3. Possess good communication, interpersonal and problem-solving skills. |
| Duties and Responsibilities | 1. Responsible for the overall implementation, coordination, monitoring and supervision of programmes and projects of the Foundation. 2. Prepare operational guidelines, parameters and eligibility criteria for implementation of programme and projects and allocation of funds. 3. Prepare guidelines for calls for proposals for the implementation of projects by NGOs and for allocation of funds. 4. Develop and implement plans for the monitoring and evaluation of programmes and projects and assess their impact on beneficiaries. 5. Assist the Secretary General in liaising with government authorities and other stakeholders. 6. Ensure proper follow-up on implementation of programmes and projects through field visits to collect data, check progress, identify constraints, propose improvements and submit regular feedback reports. 7. Ensure an integrated approach in the implementation of programmes and contribute to build synergy with programmes of the Foundation and other stakeholders. 8. Perform such other cognate duties as may be assigned by the Secretary General. |

25 April 2023