

**JOB TITLE:** Program Manager Behavioral Insights Unit NITI Aayog

**REPORTS TO:** Senior Advisor, Behavioral Insights Unit of NITI Aayog

### **OVERVIEW OF CSBC:**

The Centre for Social and Behaviour Change (CSBC), Ashoka University - India's leading Liberal Arts University – is funded by a grant from the Bill & Melinda Gates Foundation (BMGF). The vision of CSBC is to establish an institution, based out of India that is globally reputed for thought leadership and excellence in impactful behaviour change interventions for low-income and marginalized populations. The Centre is focused on bringing new capabilities such as behavioural science, design thinking, advanced data analytics and responsive feedback to governments, practitioners and donors to help better design and optimize behaviour change interventions. We work closely with Central and State Governments as well as other stakeholders in the areas of nutrition, sanitation, financial inclusion, maternal & newborn care, data privacy and agriculture.

### **PROJECT CONTEXT / OVERVIEW OF THE ROLE:**

CSBC has partnered with two of the largest behavior change policy programs in India -TB Mukht Bharat Abhiyaan and Jal Jeevan Mission. Under the partnerships, CSBC will work with a diverse set of partners and stakeholders to drive targeted behavior change across India. The role of CSBC in these programs includes some or all of the following:

- Diagnose barriers to desired behaviors of target audiences
- Design and test behavioral interventions
- Scale behavioral interventions, in collaboration with stakeholders
- Design and implement impact evaluation, in collaboration with partner organizations
- Lead capacity building of stakeholders, as needed
- Lead advocacy efforts for the behavioral components of the program, in collaboration with stakeholders
- Provide any other behavioral advisory support, as needed

### **KEY RESPONSIBILITIES:**

The Program Manager will be responsible to anchor the two partnerships end-to-end and ensure that there is complete alignment with stakeholders (internal and external) at all times, timely completion of deliverables and a sustainable rhythm of work for the two projects.

- **Strategy:** Work with internal leadership at CSBC to periodically align on the overall strategy, vision and timelines for the projects
- **Stakeholder Management:** Work closely with different stakeholders, internal and external, to ensure smooth, timely and high-quality deliverables; Represent CSBC on all project-related meetings
- **Knowledge Management:** Lead processes and structures to ensure adequate knowledge management for both projects; Lead processes to ensure periodic updates to internal members at CSBC
- **Operations:** Lead operations for the two projects, including handling of invoices from vendors, setting reporting structures, providing regular updates and others.
- Any other relevant work assigned by the reporting manager from time to time

**EXPERIENCE & SKILLS REQUIRED:**

- Minimum 5 years in project management or consulting or similar roles
- Experience in monitoring and evaluation and/or capacity building is preferred
- Extraordinary attention to detail with an ability to track and execute multiple work streams at once
- Demonstrated ability to self-start, work cross-functionally, and manage multiple stakeholders
- Strong project reporting skills, with a focus on interdepartmental communication
- High degree of comfort with change and ambiguity
- Superior written and verbal communication skills
- Design skill are preferred but not required

**LOCATION:**

The position will be located in New Delhi, with work from home till the COVID-situation persists. Given these circumstances, the role would be on-boarded remotely. The candidate should have work authorization in India (preferably Indian citizenship or Overseas Citizenship of India). This role requires travel, as needed.

**COMPENSATION:**

Remuneration is competitive with the sector, but may vary subject to the candidate's professional qualifications and work experience.

**NATURE OF EMPLOYMENT:**

This is a full-time role (Monday-Friday) for an initial duration of 1 year, extendable upon mutual agreement.

**HOW TO APPLY:**

Please send your application to [careersatcsbc@ashoka.edu.in](mailto:careersatcsbc@ashoka.edu.in).

In your application, please include:

- Program Manager (TB Mukht Bharat and Jal Jeevan Mission) in the subject line of the email
- A two-page CV
- A one-page letter highlighting no more than 5 specific reasons as to why you are interested and best suited for the job requirements. This is a crucial screening to your application.

**Closing date:** August 30, 2021

We encourage early application as applications will be processed as they are received so the recruiting process may end earlier than the closing date.

We are an equal opportunity organization and encourage diversity within the organisation. Women, differently abled persons, SC/ST/OBC candidates are especially encouraged to apply.

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