



A Down Syndrome Organisation

HEAD OF PROGRAMS

The incumbent shall report directly to the CEO, ensuring planning, design, progress, implementation and impact of all aspects of programs at KDSP, identifying operational and strategic issues and overseeing their resolution by ensuring appropriate action is undertaken by managers. The Head of Programs will work very closely with the Program Managers and other department heads to ensure a smooth flow between programmatic and operational functions. The incumbent will be required to overlook other aspects of the departments/organization, if and when required.

Responsibilities:

- Overlook development and implementation of strategies for achieving program aims and impact targets.
- Oversee development of program vision, mission, objectives, and activities along with program plans.
- Oversee program planning, design, and execution.
- Oversee the monitoring and evaluation of all programs.
- Conducting appropriate research and collect objective data for gauging process of the programs.
- Tracking the progress against the plans of different programs/projects and ensuring all programs are running efficiently.
- Overlook the design and development of policy frameworks and all other methodology and tools required to meet the aims of all programs.
- Promote awareness and advocate for the benefits of programs including Early Childhood Intervention, Healthcare, Education, and Skills Development at various platforms through measurable outcomes, case studies and evidence based information.
- Conduct weekly review meetings with departmental leads of aforementioned programs for updates and program process.
- Work closely with the CEO to ensure smooth running of all programs.
- Assist in identification of personal and professional growth and learning and development areas for programmatic lead(s)/officer(s)/assistant(s).
- Any other task as assigned by the Management.

Requirements:

- Master's degree from an HEC recognized institution.
- 8-10 years of relevant work experience.
- Exceptional written and verbal communication skills.
- Must have excellent analytical skills.
- Team leadership skills.
- Possessing initiative and drive for new project development.

To apply, please email your CV at **jobs@kdsp.org.pk**

Please mention the position title in the subject line.



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