



## **Job Description: Senior Associate Program Management Support**

**Location:** Mumbai

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### **1. About Technoserve:**

TechnoServe is a not for profit economic development agency which creates business solutions to poverty. We work closely with rural and urbanizing women and men in developing countries to build enterprises that generate income, create livelihood opportunities and fuel economic growth. Headquartered in the United States, we operate in more than 30 countries.

TechnoServe has been active in India since 2007, working to: 1) Strengthen value chains: We work hands-on with smallholder farmers, enabling them to grow high-value products, engage with private sector companies and sell in profitable markets; 2) Support entrepreneurs in poor areas: We provide business training and support to women and men who want to create thriving, sustainable enterprises; 3) Promote sustainable local economic development: Our market-led approach increases incomes for target groups, catalyzing further economic and social development in their communities.

More information can be found at [www.technoserve.org](http://www.technoserve.org)

### **Job Description: Senior Associate Program Management Support**

**Reporting to:** Project Leader / Senior Management

The Senior Program Support would work closely with the Program Lead. She/he will be accountable for drafting strategies, content development, reviewing progress and reporting internally all program communications, data management and analytics. The position could be based out of any project location.

She/he will also be responsible for:

- Support the Program Lead for program activities,
- Support Business Development team for program reporting and design,
- Support Finance, Human Resource (HR) and other support function in program management.

The key responsibilities for the PMA:

- Support Program Lead/managers for business and program development through content development, outreach and donor pitch decks
- Build high-quality program proposals / reports for donors, key stakeholders like Third Party Agencies, TechnoServe US Head Quarters and Program teams
- Coordinate with Monitoring and Evaluation team for development and management of central data and reports repository for program tracking of deliverables
- Responsible for submission of Monthly Progress Reports (MPRs), Annual Reports (ARs) and other Periodic Reports as per program/donor requirements
- Work with TechnoServe Fellows in their assignments e.g. value chain detailed study, strategic documents, and/or design other analytical frameworks
- Support other cross-functional teams in the achievement of program deliverables, and multi-task on internal deliverables to support senior management
- Help promote the Program and TechnoServe's work with immediate and related stakeholders through creation and dissemination of a variety of communication collateral and knowledge presentations.
- Along with the TechnoServe team bring learnings from past TechnoServe successes and proven best practices to the program implementation.

**Preferred Skills & Experience:**

This role calls for an intrinsically motivated and passionate individual, looking to work in a cross-functional role for program research, proposal writing, design and development. Preferred skills include:

- Graduate or postgraduate in Business Administration, Economics, Engineering or similar
- Minimum 3 to 5 years of experience in a consulting or development sector with a keenness to work on poverty related challenges facing agriculture in India.
- Excellent **analytical skills** and **large data management in Excel** is a Must, with good **communication skills (written and oral)** and an ability to build a convincing argument.
- Ability to understand and **work on business models, high quality pitch decks**
- Demonstrated ability to work with a diverse team, spread across diverse geographies and to deliver in a time bound program
- Willingness to travel to non-metro locations and project locations whenever required.

**Application Instructions:**

Only applicants meeting minimum qualifications will be considered or contacted. Interested candidates can send their detailed resume along with a one page cover note to : [sshankar@tns.org](mailto:sshankar@tns.org)

***TechnoServe is an Equal Opportunity Employer***