

JOB OPENING FOR DIRECTOR ORGANIZATIONAL DEVELOPMENT

Special Olympics Bharat is a National Sports Federation also registered under the Indian Trust Act 1882 in 2001 and is accredited by Special Olympics International to conduct Special Olympics Programs in India. It is recognized by the Ministry of Youth Affairs & Sports, Government of India as a National Sports Federation in the Priority Category, for development of Sports for Persons with Intellectual Disabilities and is a designated Nodal Agency for all disabilities on account of its national presence and experience, especially in rural areas which account for nearly 75 per cent of the disabled population in India.

Special Olympics Bharat is looking out for **DIRECTOR ORGANIZATIONAL DEVELOPMENT**.

Location: Delhi

Experience: 7 to 10 years.

Expected CTC: 8L to 10L per annum.

Required Qualifications:

- The qualifications of the individual for this position would include full knowledge & use of the PDS, PIP, and how the proper tools can build strong programs.
- Must have experience in conducting successful site visits to programs with clear program improvements as a result.
- Must be fully knowledgeable of strategies to recognize ineffective program performance and the skills and demonstrated experience to fix the problems.
- This individual must be highly organized, well respected by regional staff and program leaders in the Asia Pacific Region and must be able to multitask at the highest level.
- This position calls for excellent written and reporting skills with a broad understanding and experience in coaches training, leadership training, board development and an incredible work ethic.
- Can analyze strategic concepts and manage their implementation.
- Can manage multiple projects and practices simultaneously.

Desired Qualifications:

- The individual being recommended for this position is recognized throughout the region and the Movement for excellence in leadership and knowledge of Special Olympics.

Position Summary:

Director of Organizational Development & Initiatives / Special Projects & Administrative services will supervise the coordination and implementation of all components of the initiatives, such as Healthy Athletes, Young Athletes, Families, and Program & Organization Development Initiatives, such as the coordination of Board Trainings, supervisions of site visits for program support and the supervision of the various activities leading up to awarding accreditation status to programs. This position is needed to insure that managing the day-to-day activities of the staff with programs are aligned with the goals & expectation of the region plan, and expected behaviors are coordinated with a uniform standard in pursuit of excellence.

Primary Responsibilities:

- Supervise the planning and coordination of the Healthy Athletes, Families, and Young Athlete initiatives in India.
- Supervise and coordinate the collection and reporting of activities within Healthy Athletes, Families, and Young Athlete initiatives.
- Lead the organizational development planning and coordinate the corrective actions with the region staff.
- Lead the planning and site visit training to region staff for OD support to programs.
- Lead the training and tool development to help monitor programs for compliance issues related to accreditation.
- Manage the planning and coordination for the census in concert with the region staff.
- Lead the management of the data collection throughout the region & ensure that it is captured in a database for easy access.
- Manage and direct all site visit initiatives by region staff to monitor program improvement.
- Responsible for coordinating the quality assurance of all grant reports & proposals from programs to the proper grant source. This will include the assurance that mid-year and year end reports meet the quality standard that is expected from donors, which will include photographs of activities, description for the use of funds, etc. In addition, coordinating training for identified program leaders in proposed development will be a major function.

- Serve as the primary lead in coordinating site visits for troubled programs as well as serving as the lead in finalizing staff reports from region staff upon their completion of site visits to programs.
- Lead the coordination, implementation and manage all new initiatives in India. This will include but not be limited to short term and long-term special projects that may be introduced at the region or program level.
- Coordinate and manage the regional budget expenditures on a monthly and yearly basis.
- Other duties as assigned by the President, General Secretary or CEO.

Kindly send your resume on hire@specialolympicsbharat.org with the mail subject as **“Application for Organizational Development Director”**

The last date for submitting your resume’s is 20th December 2023.