

## VACANCY: FEMINIST APPROACH TO TECHNOLOGY (FAT)

### Program Manager, Partnerships and Expansion – Delhi

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#### ABOUT FAT:

Feminist Approach to Technology (FAT) is a nonprofit organization committed to empowering women through technology. We believe that women can move at par with men in making and using technology and that women can truly feel empowered only when the perceived technological divide has been bridged! To know more about us, visit: [www.fat-net.org](http://www.fat-net.org).

#### CURRENT PROGRAMS:

**Young Women's Leadership Program:** Young Women's Leadership Program aims at building leadership amongst adolescent girls and young women through the innovative use of technology. We work very intensively with disadvantaged girls from ages 14 to 25 to develop their agency and support their voices for their rights while also providing them access to technology and building their skills to use tech tools to connect with opportunities around them. The program has multiple elements and is a multiyear engagement with each girl. However, the first step of engagement with the girls starts with her joining our Tech Center, a center to learn basic technology skills.

**Girls in STEM Program:** The program aims to promote Science, Technology, Engineering and Mathematics (STEM) education for girls and through innovative STEM education opportunities kindle their spirit of inquiry and innovation, thereby inspiring and supporting them to enter STEM fields in future. As of now, we are running a pilot project in Delhi, called the Jugaad Lab, where girls from disadvantaged backgrounds learn various STEM concepts through hands-on activities.

**Network and Knowledge Building through Advocacy:** Through collaborations with various women's rights groups and other NGOs, we work to foster a dialogue to understand intersections between women's rights & technology and facilitate collaborations to engender technology that promotes women's rights.

#### SCOPE OF WORK:

At present, FAT has started to expand its work in multiple locations across India through collaborations with local groups/NGOs to adapt and implement our Young Women's Leadership Program while also creating spaces for knowledge building and advocacy on technology for women's rights. In each project location, we have a team of Program Associates and Program Manager along with the representatives of local partners working directly on implementation of agreed plans. Each team is responsible for executing all activities of FAT under the guidance of the Executive Director, Program Director and Program Manager. The program Manager is responsible for supervising and supporting the team at various local platforms, collaborating closely with other program supervisors.

The present vacancy is for a Program Manager, YWLP who will be based in Delhi and will have to travel extensively to multiple locations across India.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

- Working closely, as part of the core team, with the Executive Director, Program Director and Program Manager in planning, ideating and implementing projects for the organization within the ambit of the aforementioned theme.
- Mapping new partnership opportunities and conducting need assessment visits to formulate partnership norms and assess resource support.
- Manage and monitor partnership terms of reference, through periodic meetings and visits.
- Provide project management support to partner organizations as and when required.
- Providing content support (as per the agreed curriculum) to project team, in diverse locations.
- Ensuring effective implementation of the various programs and projects, as per the agreed deliverables and quality.

- Maintaining and undertaking regular monitoring of all projects and programs. Supporting both periodic reviews and evaluation.
- Ensuring all relevant documentation (program and finance related) is in place with the project support team (all program associates, local partner support team, program participants, etc)
- Inspiring, mentoring and managing a team of highly trained and efficient program associates responsible for implementation of various programs in their respective project sites.
- Co- planning and co-facilitating perspective and skill building workshops with project team members and partner organization representatives, on issues supporting the program and larger political debates.
- Ensuring and supporting effective communication strategies amongst the team members. Building cross learning platforms, supporting all crisis intervention mechanism amongst team members and program participants.
- Ensuring that all administrative requirements for the establishment and execution of the programs and projects is met.
- Managing donor relationship and ensuring report and documentation as per the donor specific formats (donor scope and timelines in consultation with the program associate).
- Connecting FAT's work with larger women's rights movement and finding avenues for advocacy, partnership, expansion, sharing and co-learning.
- Mobilize resources, build and support fundraising opportunities.
- Representing the projects of FAT at various platforms and other stakeholders meetings.

## **QUALIFICATION REQUIREMENTS**

- Minimum of five years of relevant work experience with a development organization, that includes at least 2 years (essential) of proven track record in project / program management, with experience of research, monitoring and evaluation of women and / or girl rights and development programs. Any previous track record of working on gender and STEM would be a plus point.
- Excellent understanding and experience of association on gender, sexuality, feminism and women's rights and justice issues.
- Prior experience of working in partnerships and advocacy profiles, developing program management systems and information systems will be an added advantage.
- Experience of coordinating and providing logistical, technical, communication support to implementation of capacity building activities, will add value to the position.
- Experience of project start up support and partnership coordination is essential.
- Good technical aptitude, interest in learning about new technologies.
- Good networking skills, ability to establish and maintain a professional network of appropriate contacts.
- Ability to multi-task, produce to daily deadlines, manage independent projects, plus work in a team.
- Excellent English and Hindi as a primary language/s of work (written and spoken) is essential.
- High proficiency in Computer software and social media tools is essential.
- Experience of handling conflict and crisis situations within organization and programs is an added value.
- Availability and flexibility to undertake extensive travel within region, and for key international gatherings

## **OTHER INFORMATION:**

Reports to: Program Director

Location: Delhi, with extensive travel.

Salary: Will depend upon experience and competence.

Candidates are requested to:

- Attach full Curriculum Vitae, a letter of intent and a writing sample.
- Provide the names and contact details for three references.

Apply before 30<sup>th</sup> June, 2017. Only shortlisted applicants will be contacted.

Please send your applications to: [jobs@fat-net.org](mailto:jobs@fat-net.org) mentioning the position you are applying for in the subject line. For more information on our organization, please visit: [www.fat-net.org](http://www.fat-net.org).