

Job Description: Deputy Manager – CCS Partnerships

Organizational Overview:

Mobile Creches (MC), established in 1969, is a pioneer NGO providing comprehensive childcare, nutrition, and health services to young children under 6 years in urban slums and migrant worker construction sites. Officially recognized as the National Creche agency, MC works through a multi-pronged approach: running daycare centers, training the Early Childhood Development (ECD) workforce, scaling up operations in partnership with state governments and civil society.

Position Summary:

- **Position Title:** Deputy Manager – CCS Partnerships
- **Department:** Child Care Services (CCS) Partnerships
- **Location:** Head Office, New Delhi (with periodic travel to project states)
- **Reporting To:** Manager – CCS Partnerships
- **Work Mode:** Work from office, with travel as required
- **Nature of Engagement:** Full-time
- **No. of Positions:** 01

Job Description:

The Deputy Manager – CCS Partnerships supports the Manager and Thematic Lead in the planning, execution, and monitoring of CCS Partnership initiatives. The role involves project management, Proposal writing, donor management, financial and budgeting support, documentation, and stakeholder engagement, requiring strong reporting and presentation skills along with fluency in English and Hindi.

Project Management & Planning

- Support intervention planning, including reconnaissance visits to assess potential project sites and partner centres.
- Assist in designing and rolling out training and capacity-building plans for teams.
- Coordinate logistics for field activities, trainings, workshops, and stakeholder visits.
- Track project timelines and deliverables, flagging risks and delays to the Manager and Thematic Lead.
- Support monitoring and preparation of project plans for each project across India.



mail@mobilecreches.org



www.mobilecreches.org



+91 - 11 - 2334 7635/7281



DIZ Area, Sector IV, Raja Bazaar,
Connaught Place, New Delhi - 110001

- Conduct weekly meetings with project teams and provide updates to the Project Manager.
- Organize team calls to align on project strategies and ensure timely communication.
- Provide inputs into state-level project strategy plans.
- Manage field teams and help resolve operational issues during implementation.

Financial Management & Budgeting

- Support budgeting, expenditure tracking, and financial reporting for CCS Partnership activities.
- Monitor partner-level fund utilization and assist in reconciliation with planned budgets.
- Maintain accurate financial documentation in line with organizational policy.
- Ensure donor timelines are met for financial and programmatic reporting.

Documentation, Reporting & Presentation

- Prepare high-quality monthly, quarterly, half-yearly, and annual project reports for donors.
- Draft proposals, concept notes, and budgets as per organizational and donor requirements.
- Develop presentations and stakeholder-facing materials summarizing programme progress and learnings.
- Prepare communication materials for donors and ensure timely submission.
- Draft social media posts related to programme activities, share with the communications team, and obtain donor approvals.
- Maintain organized documentation of project activities, agreements, and correspondence.
- Prepare case studies based on field inputs to highlight programme impact.
- Review and analyse MIS data, providing data-driven insights and recommendations.
- Support programme development through preparation of project-related documents.

Stakeholder Management

- Support engagement with government counterparts, donors, and CSO partners as directed.
- Represent the team at coordination meetings, partner reviews, and field-level stakeholder interactions.
- Build and maintain productive working relationships with internal and external stakeholders.
- Engage with state government stakeholders and provide regular updates on project progress.
- Assist in preparation of MoUs with donors and state governments to formalize partnerships.



mail@mobilecreches.org



www.mobilecreches.org



+91 - 11 - 2334 7635/7281



DIZ Area, Sector IV, Raja Bazaar,
Connaught Place, New Delhi - 110001

Experience and Qualifications

- Graduate/Post-Graduate degree in Social Work, Public Policy, Management, Development Studies, or related discipline.
- Minimum 3–5 years of experience in the development sector, preferably in project management, partnerships, or programme support roles.
- Demonstrated ability to plan, coordinate, and track multi-stakeholder activities and deliverables.
- Working knowledge of budgeting, proposal writing, expenditure tracking, and basic financial reporting.
- Proficiency in MS Office (Excel, Word, PowerPoint).
- Fluency in English and Hindi (oral and written).
- Excellent report-writing, documentation, and presentation skills.
- Ability to engage and coordinate with government, donor, and CSO stakeholders.
- Willingness to travel to project states as required.

Working Conditions

- Full-time role based at the Head Office in New Delhi.
- Periodic travel to project states for field visits, training, and stakeholder meetings.
- Flexible working hours during field campaigns, trainings, and donor/government engagements.

Application Process

Candidates are requested to send their CV and Cover Letter to hradmin@mobilecreches.org with the subject line: *Deputy Manager – CCS Partnerships Application*.

Applications will be reviewed on a rolling basis; shortlisted candidates will be contacted within 7 working days. Only shortlisted candidates will be contacted.

Mobile Creches is an equal opportunity employer committed to inclusive hiring. MC actively encourages applications from women, persons from tribal communities, and persons with disabilities.



mail@mobilecreches.org



www.mobilecreches.org



+91 - 11 - 2334 7635/7281



DIZ Area, Sector IV, Raja Bazaar,
Connaught Place, New Delhi - 110001