

AIDHA

Aidha is an award winning Singapore-registered charity. Our mission is to provide financial literacy and self-development skills to foreign domestic workers and lower income women to enable them and their families to break out of the cycle of poverty. Started initially under the auspices of UNIFEM (now UN Women), Aidha became an organisation in its own right in 2006. Since its inception, Aidha has impacted more than 4,000 women and their families and communities. In April 2015, we achieved the much-coveted IPC (Institution of Public Character) status.

Aidha provides training in money management, computer, leadership and entrepreneurship skills. We conduct classes on Sundays (when most foreign domestic workers have their day off) at our campus at United World College in Dover. On any one Sunday, there are between 200-250 students attending classes and about 35 - 50 volunteers conducting these classes.

Aidha is a small but successful organisation, now in an exciting stage of growth and scaling up of its operations.

POSITION: PROGRAMMES MANAGER (PM)

Have you ever wondered what it would be like to work in a non-profit organization and what goes on behind the scenes? The role of Programmes Manager is one that contributes to the strategic development of Aidha's programme offerings.

Reporting to the Chief Executive Officer, the Programmes Manager is responsible for the development of new programmes as well as evaluation of the current Student and Alumni programmes; implementing the research and evaluation initiatives that will track the success and impact of Aidha's programmes; and conducting curriculum reviews to ensure Aidha's programmes remain effective and relevant to its students. The position is full-time. The PM is expected to spend at least one Sunday a month on campus. (Note: time off-in-lieu will be provided for work on Sundays.)

RESPONSIBILITIES:

Programme Development and Enhancement

- Lead all aspects of programme development and management including continuous programme improvement
 - Fine-tuning of Aidha's new curriculum will be an important priority in the coming year
 - Expanding Aidha's work with low-income Singaporean women will be another key project
- Develop new programmes as required to meet the needs of Aidha's beneficiaries as Aidha expands its programme activities

Research and Evaluation

- Implementation of evaluation and research initiatives to measure the impact of our programmes on Aidha beneficiaries
- Stay abreast of best practices in the delivery of financial education and entrepreneurship training for low income women to ensure optimal design and execution of Aidha's programmes
- Manage internal research team members and volunteers

- Summarize findings and prepare reports on research findings for CEO and the Board, newsletters, Annual Report, and other purposes
- Track and evaluate progress of students who are receiving scholarships/sponsorships from donors

Other Responsibilities

- Supervise and manage a team of volunteers and /or interns involved in activities under the Programme Manager's purview
- Support grant writing and grant reporting where inputs on programme matters are required
- Undertake any other duties assigned by the CEO

ARE YOU OUR IDEAL PROGRAMMES MANAGER?

Our ideal PM is that rare combination of being able to think big picture but also able to get down to details. The PM would ideally have experience in programme development and evaluation and possess excellent written and verbal communication skills in English. The PM must have strong organisational skills and able to juggle multiple projects and be unfazed with tight deadlines. The PM must have the personality to thrive in a fast-paced, dynamic environment and can cope well with change. As our office and campus resembles a mini United Nations, the PM must enjoy interacting and working with people from different nationalities and background. If you have a passion for our mission of education and empowerment, then we want you on our team!

In return, what you can expect from your time with us at Aidha is...

- a deep sense of fulfilment from being to see the impact you are making on our beneficiaries right before your eyes – which no money in the world can buy!
- the opportunity to play a key role in helping to shape and influence the growth of this young successful organisation as it continues on its upward track
- unmatched opportunities for personal growth and to learn and develop new skills and experience
- never again dreading coming to work on a Monday morning!

Interested candidates are invited to submit a comprehensive resume, stating current and expected salary to careers@aidha.org.

We regret that only shortlisted candidates will be notified.