



Job Description (JD) for Senior Program Manager – Health Vertical at Myna Mahila Foundation

About Myna Mahila Foundation:

Myna Mahila is an internationally award-winning, data-driven and technology-enabled social enterprise. Its work has been supported by the Bill and Melinda Gates Foundation, Stanford University, Queen's Commonwealth Trust, Microsoft, ONGC, Bharat Petroleum Corporation Limited (BPCL), ITC Limited, Reliance Foundation, Stanford University, and MIT Solve, among others. With a strong team, a committed network of supporters, and an unwavering focus on women-led change, MMF is ready to expand its reach, shift mindsets holding women back, and foster an environment where women are inspired to speak up like the chatty “Myna” birds. Our Founder, Dr. Suhani Jalota, has a PhD and MBA from Stanford University and is a Forbes 30U30 recipient, among other awards. If you're passionate about driving systemic change, we invite you to lead this exciting journey with us!

Our mission

Myna Mahila works with urban poor women to improve their agency by increasing decision-making power over their bodies and finances.

Our model

We implement a **Women's Agency Program**, which empowers women in urban poor communities by increasing their health autonomy and economic independence. This program operates through local Women's Empowerment Hubs –both physical centers and digital platforms—providing accessible spaces for comprehensive health education, healthcare services, and skill-building economic opportunities. Our physical centers offer essential healthcare and education on the ground via our community clinics and Speak Myna programs, equipping women with knowledge on sexual and reproductive health, mental well-being, and life aspirations. Over the last

9 years, Myna has reached 1.5 million women in urban poor



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communities. The digital platforms support women by addressing personalized queries and connecting them to relevant resources, including telehealth services and economic opportunities, to meet women's needs where they are. Myna has 19,000+ women on our digital platform, and has recently started to roll out its AI-based chatbot on Whatsapp for women's sexual and reproductive health queries. Our approach is guided by gender-specific data, research, and innovation, allowing us to measure our impact and further improve our model continuously.

Position Summary

The Senior Program Manager (SPM) – Health Vertical is a middle management role responsible for leading the operational execution of health-related programs across project locations. Reporting to the Director – Programs, the SPM ensures that strategic inputs are translated into robust, field-ready plans. This role demands hands-on program management, strong documentation, and the ability to interpret data for monitoring and decision-making. The SPM will be supported by a dedicated Data Analyst and will coordinate closely with internal teams to drive implementation.

Key Responsibilities

Program Management & Operations

- Lead end-to-end implementation of SRH and community health programs across designated geographies.
- Develop and manage workplans, budgets (with support from relevant teams), and timelines.
- Coordinate with field teams, clinics, and community mobilizers to ensure timely delivery and quality outcomes.



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Monitoring & Data Interpretation

- Work closely with the Data Analyst to review program data, identify trends, and flag operational gaps.
- Use monitoring insights to refine implementation strategies and improve field performance.
- Ensure data-backed reporting for internal reviews and donor updates.

Documentation & Reporting

- Maintain high-quality documentation of program activities, learnings, and challenges.
- Prepare reports for internal leadership, CSR partners, and other stakeholders.
- Ensure readiness for audits and reviews through organized records and compliance tracking.

Team Coordination & Capacity Building

- Supervise and support program associates and field staff under the Health Vertical.
- Conduct regular check-ins, performance reviews, and capacity-building sessions.
- Foster a culture of accountability, empathy, and continuous improvement.

Required Qualifications & Experience

- Master's degree in Social Work, Public Health, Rural Development, or allied programs
- 5–7 years of experience in SRH, community engagement, and CSR program implementation.
- Prior experience in managing field operations in low-resource settings.



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Skills & Competencies

- Strong project management and operational planning skills.
- Working knowledge of data systems and monitoring frameworks; ability to interpret and apply insights.
- Excellent documentation and reporting abilities.
- Languages: Fluent in Hindi, Marathi, and English.
- Willingness to travel to project locations regularly.
- Empathetic leadership with a bias for action and problem-solving.

Compensation & Reporting

- Annual CTC: upto 12lpa subject to experience and expertise
- Reports to: Director – Programs
- Location: Mumbai (hybrid model with field travels)



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