

Title: Program Manager, [Octava Foundation](#)

Location: Singapore

Time requirement & remuneration: Full time role with competitive salary

Key Job Responsibilities of Program Manager:

- Perform grant management and partnership development activities:
 - Identify relevant projects that meets the Foundation's mission and perform on the ground due diligence and fact-finding
 - Produce due diligence materials for proposal review
 - Liaise, monitor, and report on ongoing projects or potential initiatives and manage partnerships
 - Follow and provide updates on issue/ domain relevant changes, trends, and developments
- Building partnerships across the civil society, public and private sector organizations to enable organizational objectives
- Support general management functions including financial, administrative, and supporting the Board.
- Support research, analysis and insight development on social issues and areas of disadvantage relevant for the Foundation's work.
- Support liaison and stewardship of multi-stakeholder partnerships initiated to further Foundation's impact objectives

Key relationships within the organization:

This role will report to the CEO of Octava Foundation; other key relations within the organization will be

- The Octava Foundation Team
- The Octava Foundation Chairman and the Board members and advisors

Expected skills and values for the role:

- Demonstrate integrity and alignment to the Octava Foundation's values and mission
- Ability to assess micro and macro social, economic and community trends and issues
- Demonstrates creative problem solving
- Ability to build strong relationships with all stakeholders
- Ability to assess financial and business information
- Ability to analyze and summarize findings in written reports
- Knowledge of impact measurement tools and concepts
- Proactive, energetic, and constructive work attitude

- Strong oral and written communication skills
- A team player with ability to operate collectively to further organizational objectives
- An independent thinker, self-motivated individual, comfortable in working with minimal supervision
- Openness to change, and ability to manage complexities and multicultural working environment

Expected Qualifications:

- University degree – preferably in Business, Economics or Social Sciences
- Minimum 5 years' of relevant work experience where the applicant has demonstrated strong analytical and organizational skills
- Demonstrated ability to develop partnerships
- Prior experience of working in social sector would be an advantage
- Fluency/proficiency in spoken and written English

Please send your CV along with covering note detailing your motivations to apply for this role to recruitment@octava.sg.