

# Portfolio Manager

**JOB TYPE:** Full-time

**LOCATION:** Bangalore, India

**TEAM:** Programs/ P&S

## WHO WE ARE

Noora Health's mission is to improve outcomes and strengthen health systems by equipping family caregivers with the skills they need to care for their loved ones. Founded in 2014, Noora Health turns hospital hallways and waiting rooms into classrooms by tapping into the most compassionate resources available for the patient's care: their own family.

With the support of six state governments in India, the Government of Bangladesh, and large private hospital systems, Noora Health has trained more than two million caregivers across 329 facilities. In a cohort of patients, the program reduced post-surgical cardiac complications by 71%, maternal complications by 12%, newborn complications by 16%, and newborn readmissions by 56%.

Noora Health was honored as a [TED 2022 Audacious Project Grantee](#) and recipient of the [2022 Skoll Foundation Award for Social Innovation](#). Featuring Edith Elliott and Shahed Alam, our Co-Founders and Co-CEOs, Noora Health's mission took the spotlight at [TED 2022](#) and was also featured in a [2022 Skoll video](#).

## WHAT YOU WILL DO

- We are looking for a leader to collaborate with multiple teams and own the overall planning and delivery of programs in one or more health condition areas (we currently have programs in Maternal and Child Health, General Medical & Surgical, Tuberculosis, Oncology, Cardiology).
- This person is expected to be skilled in understanding stakeholder needs, setting and managing expectations, building the team's confidence via effective communication, reliable execution, robust processes and sound reporting metrics.
- **Strategic:** Work with the leadership team and key stakeholders across the Design, Tech, and

Implementation teams to identify and define strategic programmatic priorities in line with Noora Health's immediate and long-term goals.

- **Execution:** Ability to think both strategically and tactically and to drive project planning, resource allocation and cross-team alignment on the plan of action. Should be equally comfortable with long term planning and day to day progress tracking and execution
- **Communication:** Develop communication plans and roadmaps, and influence cross-functional teams to establish support, commitment, and timely program execution.
- **Program Improvements:** Participate in field visits and provide visibility on on-ground impact, focus areas, gaps and priorities. Identify and drive program and process improvements using monitoring data and insights from various teams.

## WHAT WE ARE LOOKING FOR

- 7+ years of experience in program or project management, business operations or similar strategy & planning roles in mid- stage startups
- Experience of driving multiple cross-functional projects at the same time, from idea to implementation and adoption
- High bias towards execution while being comfortable with ambiguity and changing priorities
- Strong analytical, critical thinking and problem solving skills
- Strong interpersonal, written and verbal communication across multiple levels of the organization
- A strong desire to make a difference and knowledge of and/or experience working in the public health field or development sector
- Willing to live and work in Bangalore and travel to project sites as required within India, both around Bangalore and interstate (not more than 3-4 days/month).
- Familiarity with any project management software such as Trello, Asana, Jira and program management methodologies and best practices
- Being multilingual. Proficiency in Hindi and/or any other South Asian language is a plus
- Experience in working/ managing programs across time zones and with content/ field teams is a huge benefit.

## WHAT WE VALUE

At Noora Health, we value diversity, equity, and inclusion, and we understand the value of



developing a team with different perspectives, educational backgrounds, and life experiences. We prioritize diversity within our team, and we welcome candidates from all gender identities, castes, religious practices, sexual orientations, and abilities – among many others. We encourage people from all backgrounds to apply for positions at Noora Health.

## **HOW TO APPLY**

Email the following materials with the subject line **Portfolio Manager** to **people@noorahealth.org**

- A one-page cover letter describing your interest in the position and background.
- An updated resume, including languages spoken and relevant experiences.