

## **Job Specifications**

**Position Title:** Project Manager

**Locations:** Yamuna Nagar, Haryana

**Duration of Appointment:** The selected candidate shall be initially offered one year contract which may be extended subject to resources and the project's continuity.

**Organization / Program Information:** A leading NGO of Central India to coordinate its CSR project aiming at integrated holistic development and strengthening community institutions in selected village clusters in Districts of Haryana.

**Job description:** The Project Manager will be responsible for overall management of the project. S/he has to coordinate project operations with NGO's field implementation team as well as support agency's coordination team.

### **Key Responsibilities:**

- S/he will be responsible for operations, project management, project support and quality assurance, to ensure adequate provision of services, flow of information and the project's compliance with its obligations
- Strengthening relationships with emerging stakeholders, especially third level institutions,
- S/he will provide regular updates and reports on progress in areas or responsibility
- S/he will guide, supervise and manage the staff at the field and build their capacities
- Travelling and staying at the project site among the community members will be a key part of the project work.
- Regular visit to project villages is must
- S/he shall keep regular contact with project experts to inform them about the project technical details and review the reports and other documents emanating from the other sources
- S/he will also provide technical support to the development, implementation and/or evaluation of the project activities in the focal area.
- Manage internal communications within the team.

### **Qualification & Experience:**

- Applicants must be postgraduates in Rural or Forest Management, or have a Masters' in Agriculture, Environmental Science, Ecological Science, Economics, Social Sciences, or other relevant discipline.
- At least 8 years of relevant experience of handling CSR Project
- Experience of working with international organizations/externally aided projects
- Working experience with Panchayati Raj Institutions, governments and NGOs
- Experience of organizing and conducting workshops, meetings, etc.
- Grassroots experience of working with the rural poor in livelihoods based on Natural Resource Management is essential.
- Strong communication skill in English and Hindi.
- Computer proficiency with high level of familiarity with MS Word, Excel, Power Point

### **Desired Profile and Skills:**

- Ability to develop, monitor and implement Project plans
- Commitment to work, creative thinking and documentation skills
- Good interpersonal and team-working skills
- Good communication and presentation skills, analytical and interpersonal abilities
- High level of integrity and honesty
- Excellent listening skills, verbal and written communications skills.

- High standards of conduct sound work ethics and service delivery approach.
- Knowledge of regional language will be added advantage

***Compensation Offered:***

Gross remuneration for the position is Rs. 35,000 – 45,000 per month depending on the experience

***Application Process:***

To apply, kindly e-mail your updated CV along with following details to card.zonaloffice@gmail.com with the name of the position and location in the subject line. Please do provide the following details in tabular format. Incomplete applications will be rejected outright.

- Name
- Age
- Permanent Address
- Mobile Number
- Email Id
- Working Location (Current/Last)
- Location Name
- Name of the Organisation (Current/Last)
- Duration (From Month/Year to Month/Year)
- Ever Worked in Haryana (Yes/No)
- Post-Graduation in
- Specify Degree
- Any other Degree (If any)
- Specify Degree
- Years of Experience in Project Management
- Computer Skill (Basic/Advance)
- Specify in case of advance computer skill
- Writing Skills of English Language (1 to 5 for competence, where 5 is the highest)
- Speaking Skills of English Language (1 to 5 for competence, where 5 is the highest)
- Current Remuneration (Per Month)

Only shortlisted candidates will be contacted.

No correspondence will be entertained from candidates regarding any delays, conduct & result of interview and reasons for not called for interview.

***Female candidates are encouraged to apply.***