

Job Specifications

Position Title: Project Manager

Locations: (Nanded) Maharashtra, (Abohar) Punjab and Madhya Pradesh

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 (SHGs & federations) in selected village clusters in Districts of Punjab, Maharashtra and Madhya Pradesh.

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 3 – 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 skills 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 and related budget
- 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. 30,000 – 35,000 per month depending on the experience

Application Process:


To apply, kindly e-mail your updated CV along with expected salary to csrprojectjobs@gmail.com with the name of the position and location in the subject line. Kindly provide with two references and their contact details. The deadline for submission of application is within 10 days of this job posting. Only shortlisted candidates will be contacted and invited for interaction.


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

Female candidates are encouraged to apply.

Inbox - deepthi.nayak07@... x Thank you x

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