

## **Job Specifications**

**Position Title:** Project Manager

**Locations:** Balrampur, Chhattisgarh

**Organization / Program Information:** Udyogini, a leading NGO of Central India to coordinate its CSR project aiming at integrated holistic development and strengthening community institutions (WEGs/Federation/FPO/Cooperative) in selected village clusters in Balrampur districts of Chhattisgarh.

**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 funding agency's 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
- Develop and maintain positive relationships with relevant local public and private stakeholders related to entrepreneurship components of the project
- Design, plan and upgrade entrepreneurship and enterprise development materials, training activities and plans, materials and tools and deliver training programmes with support of other team members
- Lead the design of the overall training programme for both aspiring and existing entrepreneurs
- 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
- Beneficiary mobilization and capacity building of Women Enterprise Groups (WEGs)/Producers organizations/associations, including assisting them to develop an institutional structure, specifically regarding a gender perspective
- Develop detailed mapping along the value chains for the selected products, understand drivers for value chain development-system efficiency, product quality, product differentiation, social and environmental standards, business environment, development of business plan and market linkage etc

### **Client Orientation:**

- Reports to internal and external clients in a timely and appropriate manner, maintains effective client relationships
- Organizes and prioritizes work schedule to meet client needs and deadlines, responds to client needs promptly

### **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 4 – 7 years of relevant experience of handling enterprise development programme/FPO/Cooperation/association
- Working experience with governments, corporates and NGOs
- 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
- Excellent listening skills, verbal and written communications skills
- High standards of conduct sound work ethics and service delivery approach.

**HOW TO APPLY:** If you meet the above qualifications and are interested in this opportunity, please submit a detailed CV together with a covering letter explaining how you are suited for the position to [hr@udyogini.org](mailto:hr@udyogini.org) by 30<sup>th</sup> December. 2020