

### **Job Description for Project Manager**

The Organization, established in 2009, is a Public Charitable Trust that works towards creating an equitable society to enhance quality of life for all through the empowerment of marginalized and underprivileged communities in India. The Organization works for the Health and Wellbeing of remote and under-served groups, with an additional focus on children, persons with disabilities and women. The Organization also works for holistic Education and Livelihood development of our communities. Our Two-Fold Strategy involves identifying and working within Aspirational Districts and high poverty index in the North, North-East and East regions within specific states, as well as catering to lower-income and migratory populations in cities, through urban programs.

Over its 15 years of existence, The Organization has reached more than 35 million beneficiaries through its programs. The Organization works with communities through direct implementation of projects on the ground in addition to providing local management and monitoring support to not-for-profit organisations in India funded through the organizations.

#### **Background of the Project**

#### **Project: Mobile Community Outreach Rehabilitation for Persons with Disabilities”**

**The early the better”** believing in this approach, The Organization has been supporting a number of projects to facilitate the early years of development. It provides supportive services to children and adult with disabilities who more often lack access to the comprehensive and intensified services in those magical years of development and also needed across the lifespan. This approach dramatically improves individual’s chances to reach their full potential and functioning, have better quality of life and take up their right place in the society as adults. The Organization is creating more such facilities and services in the country to reach the last mile of targeted community while aiming to achieve the goal ***“Persons with disabilities are socially included and living a valued & productive life”***.

This project would be operated through mobile bus/van for early intervention, healthcare and rehabilitation, multidisciplinary interventions which is part of our broader effort to improve the lives of all children and adults with disabilities and to support reforms in the social system. The project will facilitate PWDs in accessing the disability certificate, Govt schemes, assistive aids and appliances and others benefits provided by the government.

#### **1. General Information**

- Location: Lucknow
- Type of Employment: Contractual, renewable basis project requirements.
- No. of Position: 01
- **Reporting to:** Senior Programme Manager of the organization

#### **2. Duties & Responsibilities:**

##### **A. Project Management**

- Overall management of the project “Mobile Community Outreach Rehabilitation for Persons
- Preparation of monthly and quarterly progress update report for Organization and any donor agency/company/organisation
- Develop and chase deadlines, budgets, and activities
- Conduct review meeting with all authorities and project team once a month

##### **B. Stakeholder Management and Liaison**

- Building consensus amongst various stakeholders on key issues and initiatives of the project

- Ensuring smooth communication and coordination between NIEPID, project staff, and Organization

- Work with stakeholders to assess program performance

#### **C. Team Management**

- Lead the project implementation team and other Organization staff for the project.
- Identification of KRAs for the staff in the project implementation team in Organization and organisation's strategies and approach for such project.
- Conflict resolution between staff members, administration, and stakeholders
- Supervising sensitively all critical cases of children/adult with disabilities and resolving them with the help of the project management team including leading team of Organization and NIEPID
- Assess the need of capacity building training/session for team and for self

#### **D. Reporting**

- Review of data gathered from the project service centre and all reports generated and suggest policy inputs.
- Reviewing reports created by project associate, HR executive, consultant monitoring associate and operations manager and core team.
- Review standard operating procedures for the functioning of this project and approval from concerned authorities as and when required

#### **E. Finance and Administration:**

- Management of promotions, appraisals, performance evaluation and contract extension of all project staff and support the HR
- Maintaining record of attendance, report submission by team and the bill and voucher if any.

#### **F. Other Duties if**

- Prepare and supervise the team for various awareness camp, exposure visits, training etc.

### **3. Other Indicative Requirements:**

#### **Educational Qualifications**

- Postgraduate in management, Disability Studies and Action, Public administration, Public Health, Public Policy, Development or Social work,  
OR
- Any other postgraduate degree with relevant experience in planning and administration, government, or renowned NGOs in the social sectors.

#### **Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)**

- 5 to 7 years of relevant work experience in the development sector (\*\*\*\* Mandatory)
- Candidates with experience in high functioning consulting environment and project management in health and disability experience will be given preference.

#### **Required Skills & Competences:**

- Strong written and verbal communication and capability to relate and interact with multicultural teams
- Giving close attention to details and demonstrated ability to handle sensitive or confidential information

- Ability to lead and drive the project with a vision to achieve transformational change
- Strong interpersonal, negotiation, and conflict resolution skills
- Have an empathetic & compassionate attitude. Sensitive towards the needs of children
- Ability to analyse complex problems, craft possible solutions and recommendations

**Working days and Timings**

Monday - Saturday (two Saturday working)

**Timings:** 09:00 am to 05:00 pm, 8 hours of duty

**Holidays:** As per the list of Organization

**Interested Candidate Please share your CV at:**

[contact@pmspl.net.in](mailto:contact@pmspl.net.in)