

# JOB DESCRIPTION

<b>Role Title:</b> Project Manager	<b>Division / Function:</b> SEEDS Head Office
<b>Location:</b> New Delhi/Noida DND Office	<b>Reporting to:</b> Chief Executive Officer

## 1. ABOUT SEEDS

Social Empowerment and Economic Development Society (SEEDS), a non-profit organization registered under the Societies Registration Act, 1860, in 2008 was set up to extend services in education, skills and agriculture to communities who would otherwise not have access to such support

SEEDS was pioneered by few professionals from IL&FS subsidiaries, driven by the conviction to bring about social change. By leveraging the diverse skill sets and extensive experience of members working across several sectors and geographies; with governments, multilaterals and the private sector, SEEDS has been playing a role in bringing about a more equitable and just society wherein all individuals have improved access to opportunities for growth by delivering sustainable solutions in Skills, Education and Agriculture

The emphasis of SEEDS activities has been to develop models that can be replicated in different areas and build long term rural partnerships

## 2. PURPOSE OF ROLE

*The Program Manager will have overall responsibility for the implementation of our projects in line with the approved design, and in compliance with the donor requirements. She/he will be required to liaise with the empanelled partners, consulting partners and any others. She/he is required to document and report the activities as per the requirement and do impact assessment of the projects implemented by SEEDS. The post will be based out of SEEDS Noida Office, with occasional trips to the project locations*

## 3. ROLE'S POSITION IN ORGANISATION

<b>Direct Reporting To:</b>	CEO
<b>Any other Reporting:</b>	PRESIDENT
<b>Highest Level of Person to manage:</b>	Project Coordinator
<b>Anticipated size of team to manage:</b>	20

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## 3. KEY RELATIONSHIPS

<b>Internally</b>	Empanelled Partners, Project Coordinators of various projects, SEEDS Tripura Bamboo Plantation Project Team, SEEDS Legal and Finance team
<b>Externally</b>	Donors (Current & Potential), Implementation/consulting partners, NGOs and other stakeholders at all levels

## 4. ROLES & RESPONSIBILITIES

Responsibility	Actions Expected
<b>Project Coordination</b>	<ul style="list-style-type: none"> <li>Overall coordination and management of the projects as per the approved design, implementation plan and budget;</li> <li>Work with the Empanelled partners, Project Coordinators, Finance team and others to ensure high quality programming, with periodic design/ redesign of interventions based on lessons learned</li> <li>Ensure accurate plans and budgets are prepared in suitable formats, up to date, and according to the organisation as well as Donor requirements</li> <li>Visits to project locations coordinating with the concerned staff</li> </ul>
<b>Monitoring &amp; Evaluation, Documentation and Reporting</b>	<ul style="list-style-type: none"> <li>Ensure high quality monitoring and evaluation of the project and generation of quality periodic reports, stories of change, field observation reports and case studies in line with SEEDS's Vision and Mission providing support as appropriate</li> <li>Impact Assessment of the projects implemented</li> <li>Prepare regular narrative reports and oversee financial reports in line with organisational and donor requirements</li> <li>Compile and manage risks associated with or incidental to the project</li> </ul>
<b>Others/General</b>	<ul style="list-style-type: none"> <li>Contribute to the achievement of the Organisation's Annual Action Plan through the implementation of the projects</li> <li>Advance a sustainable model of development, with high levels of transparency and accountability to both donors and communities</li> </ul>

## 5. EXPERIENCE

EXPERIENCE	
Must Have (Minimum requirement )	<ul style="list-style-type: none"> <li>• Atleast 3 years of experience in project management in Government/ Non-Government Organisations</li> <li>• Experience in working with the community, Government and Non Profits</li> <li>• Demonstrated capability to design and implement M&amp;E Systems</li> <li>• Proven ability to manage team, with strong leadership, conceptual and negotiation skills, together with the ability to work independently and be self-motivated</li> <li>• Proven ability to manage team, with strong leadership, conceptual and negotiation skills, together with the ability to work independently and be self-motivated</li> <li>• Strong communication and interpersonal skills with excellent analysis and writing skills</li> <li>• Proficient in the use of MS Word, Excel, Access, Power-point, and internet communication</li> <li>• Have high degree of integrity and accountability</li> </ul>

## 6. EDUCATION / SKILLS

Qualification	
Most-Preferred	<ul style="list-style-type: none"> <li>• Post-Graduation in Rural Development/Economy or in any other Social Sciences or Graduation with relevant experience working on Development activities</li> </ul>

## 7. COMPETENCIES

Criticality Rank	Functional Competencies
1	Project and People Management Skills
2	Networking & Stakeholder Engagement
3	Information management & Reporting
4	Oral & Written Communication
5	Results oriented, Team Player, Proactive & Creative, Culturally & Gender Sensitive

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## 8. REMUNERATION

Salary range for this position would be commensurate with the candidate's experience, skill sets and motivation

## 9. HOW TO APPLY?

Please send your applications to [careers@seedsimpact.org](mailto:careers@seedsimpact.org)

**Your application must include:**

- A CV and a cover letter that highlights your passions, motivations for applying. Tell us how your skills and expertise would contribute to SEEDS

Application should be sent by **March 30th 2017**. Please write "***Application for Project Manager***" in the subject line of your e-mail.