

## Ramgarh DMFT Project Management Unit – Team Lead

### Job Description

---

#### About the Organization

Swaniti Initiative is a social enterprise that aims to deliver development solutions by working in partnership with the central, state and local governments. We leverage on ground presence and the use of data and technology tools to strengthen last mile delivery of programs to the most vulnerable populations. We specifically focus on delivering public programs through established institutional mechanisms.

#### Summary

We are looking for a passionate and experienced professional who is keen on taking up a leadership role in the development sector. The chosen candidate shall lead a eight-member Project Management Unit (PMU) that shall work with the District Mineral Foundation (DMF) to monitor, plan for and implement development works in mining affected regions of the district. The Team Lead's role shall involve extensive coordination with all the high-ranking officials of the district. We are looking specifically for driven professionals who are capable of working in a public sector setting while maintaining high productivity.

**Location and Remuneration:** Ramgarh, Jharkhand; 7.2-8.4LPA

#### Qualifications

Post-graduate degree in any field with a preference for those possessing a degree in rural development, management or public administration. At least 3 years of work experience in the development sector. Preference will be given to candidates possessing experience of working directly with the district administration.

#### Responsibilities

- Responsible for overall functioning of the Planning and Monitoring Unit (PMU).
- Build and maintain a high performing team. Provide effective program management, managing human and financial resources to effectively achieve the objectives of the DMF in a timely manner.
- Act as a formal channel of communication between Swaniti Initiative and the DMF.
- Report to the Chief Executive Officer, (District Collector/ Deputy Commissioner-cum-Member Secretary) District Mineral Foundation (DMF).
- Any other duties as may be assigned.

#### Skills

- Demonstrated ability to lead teams in a multi-cultural environment and establish harmonious and effective working relationships.
- Strong analytical skills, ability to think strategically, analyze diverse information and manage multiple projects simultaneously.
- Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions.
- Proven ability to identify innovations and translate them into implementable practices.
- Competency in usage of IT tools including proficiency in MS Office suite.
- Strong oral and writing skills in English with effective documentation skills.
- Ability to communicate in Hindi is desirable.