

Godda DMFT Project Management Unit – Project Manager

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 five-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 Project Manager'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: Godda, Jharkhand; 8.4-9.6 LPA

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 given to candidates possessing experience working directly with the district administration such as District fellows/PMRDF etc.

Responsibilities

- Responsible for overall functioning of the Planning and Monitoring Unit (PMU).
- Provide effective program management, managing human and financial resources to effectively achieve the objectives of the DMF.
- Act as a formal channel of communication between the selected organisation and the District Mineral Foundation (DMF).
- Ensure that deliverables are satisfied in a timely manner.
- Conceptualize a wide range of innovation projects for improved public service delivery.
- Carry out diagnostic study to understand the socio-economic conditions in mining affected villages and analyse the impact (or deficit) of existing government schemes.
- Conduct participatory planning and need assessment exercise in all mining affected villages in the district.
- Facilitate Gram Sabhas and organise discussions on development issues in the village/Panchayat.
- Prepare village wise - list of projects to be taken up under the District Mineral Foundation (DMF) and facilitate the preparation and approval of Annual Action Plan.
- Evaluate projects submitted by different stakeholders to be taken up under District Mineral Foundation (DMF).
- Converge with various line DMF(T) administrations to improve effectiveness of interventions on the community.

- Oversee the implementation of the approved projects, through regular field visits and raise flags at appropriate levels in case of potential delays or cost overruns.
- Promote community based monitoring tools like Social Audit of projects executed under the District Mineral Foundation (DMF).
- Undertake action-research to discover more appropriate ways of doing things under the District Mineral Foundation (DMF).
- Demonstrate the effectiveness of various projects taken up under District Mineral Foundation (DMF) on the lives of the mining affected communities through various communication mediums.
- Prepare documentation of success stories, lessons learn and impact at periodic intervals.
- Report to the Chief Executive Officer, (District Collector/ Deputy Commissioner cum Member Secretary) District Mineral Foundation (DMF).
- Build and maintain a high performing team in the PMU.
- 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.
- Leadership skills, 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.