

## Ramgarh DMF PMU – Senior Project Officer

### 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 working closely with the government in catalyzing change in some of the most vulnerable communities and regions of India. The chosen candidate shall work as part of 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 Ramgarh district. The Senior Project Officer shall focus on all works ongoing under the DMF as well as plan and implement new projects in the coming period.

**Location and Remuneration:** Ramgarh, Jharkhand; 5.1-6 LPA

#### Qualifications

The candidate must possess a graduate degree with a preference for those possessing a degree in rural development, management or social work. At least 2 years of work experience in the development sector. Preference given to candidates possessing experience working directly with the district administration.

#### Responsibilities

- 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 Gram Sabhas and PRA exercises in all mining affected villages in the district in order to prepare list of projects to be taken up under the DMF and compile this into Annual Action Plans.
- Facilitate the approval of the Annual Action Plans in the Managing / Executive Committee and Governing Board of the District Mineral Foundation (DMF).
- 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 DMF
- Engage in non DMF work such as writing proposals and reports and making presentations.
- Report to the Team Leader, Planning and Monitoring Unit (PMU).
- Any other duties as may be assigned.

#### Skills

- Demonstrated ability to work in a multi-cultural environment and establish harmonious relationships.
- Strong analytical skills and ability to think strategically.
- 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.