

Project Manager

Location: Gurugram

Project: Alag Karo, a program on source segregation of waste

Summary

The role of the Project Manager is to oversee the day-to-day management, quality assurance and reporting requirements of the projects. The Project Manager will directly supervise a team of *Project Coordinators* and Supervisors; and will report into *Program Director/Chief Executive Officer*.

Primary Duties and Responsibilities

- Plan the delivery of the various projects in accordance with the goals and objectives of each project.
- Design, establish and manage appropriate project monitoring and evaluation framework.
- Guide, monitor and provide regular feedback to various Project Coordinators to ensure smooth delivery.
- Develop a project evaluation framework to assess the project and identify areas for improvement.
- Write reports and manage client/partner communication for the programmes.
- Monitor and approve all budgeted program expenditures and ensure financial discipline.
- Monitor cash flow projections and report actual cash flow and variance to the Programme Director/CEO on a regular basis (monthly).
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency.
- In consultation with the Programme Director/CEO, recruit, interview and select well-qualified program staff.
- Communicate with clients/partners and other stakeholders to gain community support for the program and to solicit input to improve the program.
- Enlist the cooperation and assistance of Government Departments, NGOs and other citizen initiatives wherever required, to ensure achievement of project objectives.

Working Conditions

- Project Manager will need to work in field and in the office and will also need to travel at times, out of the city.
- Project Managers work a standard work week (6 days with 2 Saturdays off) sometimes may be required to work late evenings and weekends for monitoring program activities or its delivery.

Sahas

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Experience

- 12+years of experience in the Development sector in Project Management or Operations. Candidates with corporate experience can also apply.
- Must be experienced in Project Management and Team management (should have had direct reportees).

Knowledge, Skills and Abilities

- Experience in Project Management.
- Interest, experience and knowledge about sustainability and waste management issues.
- Knowledge of client groups and/or issues related to the program area.
- Proficiency in writing project reports and proposals.
- Comfortable in using computer for communication, computing and project management.
- Proficiency in written and spoken English and Hindi.

Personal Characteristics

The Project Manager should demonstrate competency in:

- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client/Partner Needs:** Anticipate, understand, and respond to the needs of internal and external clients/partners to meet or exceed their expectations within the organizational parameters.