

Bodh ShikshaSamiti,

SP-41, RIICO Industrial Area, Kukas, Jaipur

POST: ASST. PROJECT MANAGER

Work Location: Barmer, Rajasthan

Programme: Barmer Education Project

Reports to: Project Manager/Representative from central office

Salary Range: 540000 to 720000 per annum

Application Last Date: 15 August, 2019

E_mail: hr@bodh.org

(Please mention name of the post applied under subject of the e-mail for the application.)

About the Organisation: Bodh Shiksha Samiti is a Non-Governmental Organization (NGO) working in the field of education since 1987. The organization strives to contribute towards ensuring equitable & quality education for all children, irrespective of their socio-economic backgrounds. Bodh also works closely with the state governments to strengthen the public education system so that the quality of education provided in the govt. schools improves and becomes what the national curriculum aims to achieve.

About the Role: Bodh has been selected as the implementing partner by **Cairn Foundation** to implement a 3 year project in Barmer district. The aim of the project is to improve the learning & education of children in 60 schools of Barmer district. **The Asst. Project Manager** shall be responsible for academic aspects of the project and would ensure that planned academic objectives are achieved as per agreed timelines. S/He will be responsible for technical support, MIS & reporting, community activities and other back end management support needed for the project implementation.

Main Responsibilities:

- Responsible for the execution of project deliverables according to agreed work plans.
- Organizing, attending and participating in stakeholder meetings and preparing necessary presentation materials for the meetings.
- Ensure onsite monitoring support as per the M and E framework and quality MIS data is provided for all reporting purposes.
- Responsible for quality reports on implementation plan as per deadlines.
- Ensures that IT related technical support to schools is provided in a timely manner and community activities are implemented effectively.
- Frequently visits schools in the project and provides technical support to the teams.

Qualification and experience:

- Master's degree in any field.
- At least 5-7 years of work experience of a similar role.
- Well versed with MS Office applications.

Age: 40 Years

Interested candidates may send their CV with a cover letter to hr@bodh.org. Only shortlisted candidates will be contacted for further process.