

Bodh Shiksha Samiti,

SP-41, RIICO Industrial Area, Kukas, Jaipur

POST: PROJECT MANAGER (Post-01)

Work Location: Barmer, Rajasthan

Programme: Barmer Education Project

Reports to: Director

Salary Range:- 840000 – 1080000 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: The aim of the project is to improve the learning & education of children in 60 schools of Barmer district. The Project Manager shall oversee and ensure that all project activities are implemented as per agreed work plan and timelines. S/He leads the project team on all day to day matters and acts as the main contact point for the funders, local authorities, Bodh's central office and all other stake holders.

Main Responsibilities:

- Responsible for overseeing the execution of project deliverables, project planning, action plans and monitoring processes.
- Ensures close collaboration and coordination with school & local authorities, funders and other stake holders for smooth implementation of activities.
- Responsible for submitting activity reports, meeting minutes and financial reports, variance analysis on regular basis to stakeholders and authorities.
- Lead, motivate and build capacity of the project team and monitor project activities and project expenditure and coordinate work with staff in schools and volunteers in the project.
- Ensure project activities comply with the Bodh's policies & procedures and of the donor organization.
- Liaison with local govt. authorities.
- Frequently visits schools in the project.

Qualification and experience:

- Master's degree in any field.
- At least 10-12 years of work experience of a similar role and solid experience of coordination of a large scale programme.
- The individual should be well versed with MS Office applications.

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