

Job Description of Project Manager

Summary

The role of the Project Manager is to plan and track project delivery, ensure project quality and impact of multiple projects executed by Saahas. The Project Manager will directly supervise a team of *Project Coordinators* and will be reporting into *Program Director*.

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.
- Generate monitoring reports and manage client/partner communication for the project.
- Track and approve all budgeted program expenditures and ensure financial discipline.
- Monitor cash flow projections and report actual cash flow and variance to the Program Director on a regular basis (monthly).
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency.
- In consultation with the Program Director, 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 inputs to improve the program.
- Hold regular consultations, 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 usually works in an office environment at the designated location, however travel to project locations outside location of appointment might require to be undertaken. Project Manager is expected to spend at least 20% of time in the field.
- Project Manager works a standard work week (6 working days in a week with 2 Saturdays off in a month) and may be required to work late evenings and weekends based on project requirements.

Experience

- 5 to 10 years of work experience, preferably in Waste Management or Development sector.

- At least 2 years experience in Project Management, managing teams, preferably managing remote teams.

Knowledge, Skills and Abilities

- Good people management and communication skills.
- Interest, experience and knowledge about sustainability and waste management issues.
- Knowledge of development sector eco-system.
- Proficiency in writing project reports and proposals.
- Comfortable in using MS-Office tools and mails for communication, computing and project management requirements.
- Proficiency in written and spoken English, knowledge of Hindi and/or applicable regional language would be useful.

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.

Please mail your CVs to hr@saahas.org with subject: Applying for opening of Project Manager (Bangalore)