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Empowering Communities Transforming Lives

Program Manager

Integrated Development Foundation

Location: Sheikhpura, Bihar

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Job id : 230238

Apply by: 15 Nov 2023

Relevant Sectors
Agriculture, Livelihoods, Microfinance, Rural, Urban
Environment, Climate, Energy, Water, Sanitation
Social, Gender, Education, Youth, Child

Integrated Development Foundation (IDF), a professionally managed development organization operating in the states of Bihar and Jharkhand, has been working for the empowerment of deprived communities from the last two decades. Livelihoods, Agriculture, Adolescent issues, Water & sanitation, child wellness & protection, DRR, Quality Education and women empowerment have been integral to all its development efforts and thematic interventions. For more information about IDF visit www.idfngo.org

IDF is looking for qualified and competent persons for the Program Manager position, who have natural flair to integrate with our core values and collaborate/customize with the community needs. Gender equity-based intervention will solicit candidates who can proactively address the issue.

The program Manager will be overall responsible/in-charge to manage, coordinate, implement the project components and supervise their field team in the execution of Activities related to Livelihoods, Quality Education, Child Rights Protection & development, NRM and micro enterprise development related project in SHEIKHPURA district of Bihar and have ultimate accountability for the program success.

Position Title: Program Manager

Remuneration / Salary

CTC Rs. 65000/- pm (depending on the competency of the candidates')

Job responsibilities:

- Coordinate multiple and holistic developmental components including Monitoring, Planning, Training, Strategic Implementation of activities and supervision/ guiding, which are to be carried out within project timelines.
- Monitor the progress of all project objectives and deliverables with well-developed MIS for proper records.
- Undertake extensive community processes and assess/document impact of the implementation.
- Liaise closely with donors and concerned government officials
- Ensure quality implementation, develop sustainability mechanism of each component and infrastructure developed by the project in community and schools.
- Write good quality reports (of national standards) regularly with quality/quantity evidence-based achievement.
- Provide financial reports to IDF and donors as required.
- Manage finance of the project in coordinating with the accountant and ensuring all financial norms.
- Ability to promote community assets and develop community monitoring and maintenance mechanisms for its sustainability.
- Maintain all records and documentation related to project implementation right from beneficiary to field/community and up to the IDF office in accordance with organization's protocols.
- Ensure effective demonstration of the program to scale up the program impact.

Experience:

- Professional/Master's degree in Social Work, Rural Management/Development PGRD/Human Rights with a minimum experience of 5 years in the social sector.
- Must have depth and updated knowledge in the area of social development, Education, Skill-livelihoods, Sanitation, Health and Agriculture. - specifically in program management.
- The candidate will be stationed at the District headquarter and lead/hold the IDF district office in a full-fledged manner, from where he/she will coordinate the project and assist in field-level operation.
- Excellent written and verbal communication skills and documentation in English & Hindi.
- Ability to develop MIS of each intervention and record evidence of result. Develop logical framework and skill to present PPT in big/high-level forums.

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- Ability to work independently with minimal daily supervision and lead and manage teams
- Proven personnel management skills, including management of teams.
- Excellent Computer skills in Microsoft Office and Internet
- Ability to carry out all the work in a very organized and professional manner. Interested candidates can send a Cover Letter and their detailed recent CV (must contain, present & permanent address, DOB, work experience, sectoral expertise and recent personal status) to the Email ID: idfapply@gmail.com

Important Notes:

Those who have applied earlier for any positions in the last 4 months need not to apply again, If required, the potential candidates would be called again on the basis of previous application.

Please mention your "Name and Place(from you belongs to) along with position applied for PM/Agri" in the Subject matter of your email. (like: Mohan Kumar from Ranchi, PM for District Sheikhpura).

Job Email id: [idfapply\(at\)gmail.com](mailto:idfapply(at)gmail.com)

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