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Empowering Communities Transforming Lives

## Program Manager

### Integrated Development Foundation (Idf)

Location: Gaya, Bihar

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Job id : 239412

Apply by: 25 Mar 2024

Relevant Sectors  
Agriculture, Livelihoods, Microfinance, Rural, Urban  
Capacity Building, Training, Advocacy  
Environment, Climate, Energy, Water, Sanitation

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 and a half decades. Thematic Focus of the organisation include Livelihood Protection & Enhancement, Adolescent issues and their Wellness, Water & Sanitation, Child Protection care & development, Quality Education, NRM & DRR and Health & Nutrition. Gender and Inclusion have been integral to all our development efforts and thematic interventions. For more information about IDF visit [www.idfngo.org](http://www.idfngo.org)

IDF is looking for qualified and competent person for the position of **Program Manager**, who has 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.

#### Qualifications and Competencies:

##### Qualification:

Minimum Post-graduate/Master's degree preferably in development Studies /Rural Development / Social Welfare / enterprise promotion from premier Institute of India.

##### Experience:

The ideal candidate should have minimum 5 years of experience in Livelihoods promotion, Capacity building, working with Education and WATSAN, Project management and with significant experience of working on large scale development programs. The experience of implementing CSR Project would be an added advantage for the candidate.

##### Skills & Attributes:

- Extensive skills and experience related to developing micro enterprises, and organising skills development programme.
- Exposure of projects aimed at poverty alleviation and advancement of ultra poor
- Good at multi stakeholders Partnership and problem solving
- Sound knowledge of database systems and documentation
- Excellent Oral and written communication in English and Hindi
- Well versed in strengthening community-based institutions

**Remuneration: Rs 52000-55000/month depending on the competencies of the candidate**

##### 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 regularly with quality/quantity evidence-based achievement.
- 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
- Ability to work independently with minimal daily supervision and lead and manage team
- Proven personnel management skills, including management
- Ensure effective demonstration of the program to scale up the program impact
- Ability to carry out all the work in a very organized and professional manner.

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

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operation.

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](mailto:idfapply@gmail.com) latest by 25<sup>th</sup> of March 2024.

**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 **Program Manager-Gaya** in the Subject matter of your email. (Like: Mohan Kumar from Ranchi, PM for District GAYA).

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

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