



# Program Manager /Coordinator

**Integrated Development Foundation (IDF)**

Location: Purnia/Araria, Bihar

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📅 Apply by: 10 Nov 2025

## Relevant Sectors

Capacity Building, Training, Advocacy

Disaster, Aid, Emergencies, Relief

Private Sector, Corporate Social Responsibility

**Position: Program Manager /Coordinator**

**Location: Purnia/Araria**

**Project-** Project for Disaster Management

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 over three last decades. Thematic Focus of the organisation include Livelihood Protection & Enhancement, Adolescent issues and their Wellness, Water & Sanitation, Child Protection care & development, Quality Education, Disaster Management 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 a qualified person for the position of Program Manager/Coordinator, 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 issues.

**Qualifications and Competencies:** Qualification: Minimum Post-graduate/Master's degree preferably in development Studies /Rural Development / Social Welfare / enterprise promotion ect. The ideal candidate should have minimum 3 years of experience in Community Engagements, Livelihoods promotion, Capacity building, working with education, water & Sanitation or any holistic development interventions supported by CSR foundations.

### **Skills & Attributes:**

- Extensive skills and experience related to community organisation, leadership development viz a viz to disaster management, livelihood and overall community development in rural areas.
- Exposure of government schemes, liaison with government functionaries and integration with available government system.
- Can manage intense database systems and programme documentation
- Excellent oral and written communication in English and Hindi Well versed in strengthening community-based institutions

Remuneration: Around Rs 40,000/- with perks per month depending on the competencies

### **Job responsibilities:**

- Manage multiple tasks and activities including monitoring, training, Strategic Implementation of activities and supervision/ guiding of the team members considering the project timelines/activity schedule.
- Undertake extensive community processes and assess/document impact of the implementation.
- Liaise closely with donors and concerned government officials Ensure quality implementation, develop and ensure sustainability of the various community institutions developed under the project.
- Effective communication in and around the activities, the organisation, government bodies and the concerned donor(s).
- Write good quality reports regularly with quality/quantity evidence-based achievement.
- Manage finance of the project in coordinating with the accountant ensuring all financial norms of the organisation and the donor.
- Monitor the progress of all project objectives and deliverables with well-developed MIS for proper records.
- Ability to work independently with minimal daily supervision and lead and manage team Proven personnel management skills and carry out all the work in a very organized and professional manner
- Ensure effective demonstration of the program to scale up the program impact

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 **10<sup>th</sup> of November 2025**. Please mention your "Name and Place (from you belongs to) along with position applied for **Program Manager-HDP** the Subject matter of your email. (Like: Mohan Kumar from Ranchi, PM for HDP).

Job Email ID:

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