


**Job ID: 271441**

## Programme Manager

### Integrated Development Foundation (IDF)

Location: Gaya / Bokaro, Bihar, Jharkhand

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 Apply by: 31 Jul 2025

#### Relevant Sectors

Agriculture, Livelihoods, Microfinance, Rural, Urban

Capacity Building, Training, Advocacy

Environment, Climate, Energy, Water, Sanitation

#### **Position: Programme Manager**

#### **Location: Gaya / Bokaro**

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 for 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 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, who has natural flair to integrate with our core values and collaborate/customise with the community needs. Gender equity-based intervention will solicit candidates who can proactively address the issue. The PM will have overall responsibility for implementing and manage the Integrated CSR program of the HG Foundation.

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

**Skills & Attributes:**

- Experience related to the implementation and management of holistic and integrated rural development.
- Extensive skills and experience in micro enterprises, and organising skills development programme, Quality Education, Health and nutrition, WASH and NRM.
- 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 48,000/- to 50,000/- month depending on the competencies of the candidate

No. of Positions: 2 (1- Gaya; 1- Bokaro)

**Job responsibilities:**

- Coordinate multiple and holistic developmental components including monitoring, training, Strategic Implementation of activities and supervision/ guiding, which are to be carried out within project timelines.
- 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
- 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 **31<sup>st</sup> of July 2025**. Please mention your "Name and Place (from you belongs to) along with position applied for **Program Manager, and Place Gaya** the Subject matter of your email. (Like: Mohan Kumar from Ranchi, PM for Gaya).

Job Email ID:

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

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