

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 ManagerLocation: 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

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 latest by **31st 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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