

## Multiple Vacancies in Gujarat State

**Position:** Program Managers.

**Locations:** Gujarat (Kutch/Ahmedabad).

**Background:** PRAYAS (Organization for Sustainable Development) is a Gujarat based registered NGO, operational since 1997, working in Gujarat, MP, Rajasthan and Assam with various CSRs, Govt. Agencies, and International NGOs on thematic areas like- Women Entrepreneurship, Financial and Adult Literacy, Menstrual Health and Hygiene, Primary Education etc.

**Organizational Attitude,** we are partner driven organisation and establish long professional relationship with our partners based on 1) high quality program development and implementation, 2) talk more about impact, data, evidence, and solution and less about challenges 3) delivering in tight conditions and many times handle pressure at short notices. In general, we follow “Yes It will be done” approach, internally and externally. On the other side, we are very much concern towards personal and professional growth of our team members and handle them with sensitivity, empathy and benevolently to build long lasting relationships.

### Key Requirements:

**Qualification:** Masters in Sociology, Social Work, Public Administration, Mass Communication, Rural Development/Management, Liberal studies etc.

**Experience:** 3-8 Years in social development sector, with proven track record of working with communities, district/state level govt. officials, gram panchayats etc. Substantial exposure and working experience on issues like entrepreneurship, financial and adult literacy, Menstrual Health & Hygiene, Primary Education etc is required. Should have experience of working in team, having track record of managing 5-15 subordinate team members.

**Language & Preference:** Fluent English and Hindi where schooling, graduation, and post-graduation must be in English. Knowledge of Gujarati language and work experience in Gujarat will be preferred.

**Age Limit:** 25-35 Years.

**Remuneration:** No bar and best in the industry based on skills and candidature.

**Joining:** Immediately. Based on experience position of program manager or associate manager will be offered.

**Last Date:** 5<sup>th</sup> February 2023, 11:59 PM

[A] Required Skills Synopsis		
S No	Key Technical Skills	Key Workplace Skills
	<b>Excellent Communication, Reporting &amp; Documentation.</b> <i>High quality presentations, monthly, quarterly annual reports, assessment, process documentation, case studies, high quality story writing and short study reports etc.</i>	<b>Liasioning &amp; Coordination</b> <i>District/State level Govt. Officials. Coordination with various stakeholders.</i>
	<b>Good Knowledge of Software:</b> <i>Advance MS Excel, PowerPoint, Word, Google/Similar Form creation etc with analytical skills. Hands on experience with Photoshop, Corel, Canva, similar Infographics etc.</i>	<b>Teamwork</b> <i>Ability and desire to work in team, sharing knowledge and delegating work with equality and allowing reporting team to learn &amp; grow.</i>
	<b>Program Management, Implementation of activities events, and field Monitoring. Financial Management of Project like validating bills/vouchers, making invoices, purchase and identifying vendors etc.</b>	<b>Handling pressure</b> <i>Must be able to handle and deliver reports, presentations and sharing data at last minute.</i>
	<b>Knowledge/Content Creation</b> <i>Questionnaire development and action research studies. Developing Training Modules, Designing Banners, Posters, Ideation, and activity design etc.</i>	<b>Easy to work with, learning &amp; Prioritization</b> <i>Must be flexible, ready to unlearn and relearn and have work on priority over other things.</i>
	<b>Visibility &amp; social media</b> <i>Making notes, content, stories social media like LinkedIn, Instagram, Facebook, YouTube etc.</i>	<b>Listening, patience and self-starter.</b> <i>Should be able to initiate and take responsibilities on own based on broader guidelines and program requirements.</i>

Passionate young males or females who are longing to utilize learnt skills and acumen and acquire new skills are the best fit for the job. Candidates having natural inclination for photo/videography and field visit, writing stories and reports with articulation, graphs, and infographics, working for long hours, and delivering at short notices, self-starter will add more value to the position.

Based on experience, finalized candidates will be offered position of program or associate managers.

#### **[B] Responsibilities outlines**

**1. Execution:** Independently implementing, managing and planning of the program activities at District Levels or at central level (Core Team) ranging from program activities, events, and assessments in timely manner.

**2. Ensuring coverage, impact, and performance.**

Ensure to achieve qualitative and quantitative monthly, quarterly, and annual targets in terms of coverage, impact, sustainability, verified impact data etc in lines of partner's agreement/MoU.

**3. Communication & Coordination:** Writing Monthly, Quarterly/Annual progress reports including impact, coverage, data analysis/graphs, and processes with key insights and learning. Creating google forms for various assessments and short-term studies, Vertical and lateral communication & coordination with CEO/Reporting Manager/Program Head, partners, field team on regular basis.

**4. Content & Knowledge Creation**

Supporting content manager to develop various awareness and visibility content like posters, brochures, training modules, videos etc on various program themes. Brainstorming and ideation with technology team to build technology platforms, portals, and apps for program implementation. Surfing internet to learn and create best content.

**5. M&E and Field Visits-** Intense field visits for M&E of assigned programs and associated activities on regular basis through regular and planned field visits to provide inputs to field team to achieve program goals.

**6. Networking & Liaisoning-** Meeting and networking with State, district level officers, local NGOs and other stakeholders for backward and forward linkages.

**7. Visibility & social media:** Supporting content manager to write success stories, short success notes or picture stories on social media platforms on Instagram, you tube, LinkedIn or Facebook on regular basis.

**8. Team Management & Development:** Hiring, retention, training, and development of field teams, conducting performance appraisals, managing team dynamics, interpersonal issues, HR tasks like leave, IDP, KPA and aligning them to achieve program goals.

**9. MIS & Financial Management**

Managing monthly budget/expenses like Salary sheets for reporting team, generating invoices, purchase, identification of vendors, claim settlements and verifying bills and vouchers at field level. Keeping record of MIS of various program activities etc.

**Important Instruction to apply:**

*Before applying, please read above section [A] skills synopsis and [B] Responsibilities Outline, carefully. Only apply if you are confident to match at least 75-80% of it and able to justify during further process and detailed interview.*

1. Share latest CV in pdf, not more than 3 pages with latest photograph, working mobile number and email id.
2. 1 page/250 words covering letter justifying your suitability for the position.
3. In Subject line, please mention: Position Applied + Location Applied for + Your native State. [ E.g., Program Manager + Kutch + Bihar]

Mail to: [prayas4communication@gmail.com](mailto:prayas4communication@gmail.com) You should not wait for last date as we will go with first come first serve basis. Shortlisted candidates will be communicated through mail. No need to take follow ups.