



AROH Foundation, an ISO Certified organization of national repute working towards social upliftment in multiple sectors like education, livelihood, health and sanitation, etc., seeks dynamic and motivated professionals with relevant experience.

Job Responsibility- Project Manager

Job Location: Barah, Rajasthan

Salary: 35-40K

Joining: Should be able to join within a week's time upon selection

Eligibility Criteria for this Position-

Candidate must have MBA Rural management/MSW/MA Development studies and related subject. Having Minimum 8 to 10 years of work experience in NGO/Government rural development projects especially in Agriculture and NRM based project. He should have working efficiency in MS office (Excel, word & PowerPoint), Good communication skill & writing skills are must (English & Hindi). Knowledge of local language will prefer first.

Project Planning and Implementation

- Government Liaisoning & convergence with different department schemes & research agencies are essential;
- Maintaining based line-midline-end line data of project area is compulsory;
- Village development committee formation and strengthening them for leading the whole project unbiased selection process of needy beneficiary with VDC level documentation is essential;
- End to end business linked micro enterprise set up support is must, season wise agriculture planning and develop strategy to improve the farmers, SHGs & youth income.
- Maintain the team and respect towards organization values and reporting officials;
- Enroll agencies at different government platform for award, exhibition's, Kisan Mela's etc.
- Conducting base line Survey of the project area, activity wise baseline details, output, outcome & impact planning, documentation and sharing case study and success stories are essential responsibility ;
- Ensure time bound implementation of project activities, submission of weekly followed by monthly report is must;
- Collecting beneficiary detail and Analyzing and Submission to Ho.
- Weekly Planning of Deliverables planned activity as per Monitoring plan of the project and its follow up as per given deadlines
- Communication Coordination with vendor and local Stake Holders.
- Team Management and visionary leadership required to mitigate issue at Filed level ;



Advocacy and Coordination with Stakeholders

- Meeting with different state, district and block level officials & make aware about or project as well as do convergence in all possible manner;
- Developing Monthly meeting plan with govt department and update our field action;
- Getting approval for the convergence of the Activity & mobilise other possible support from other sources MP, MLA, govt scheme fund etc;
- Advocacy and coordination with key stakeholders of community and village Head man, VDC, SHG etc
- Communication and coordination with Resource person

Report Writing & redressed of Compliance

- Required efficient skill in quality report writing in effective and impressive way.
- Timely submission of weekly and Monthly Reports as per Grievance of funding agency.
- Drafting and submission of weekly case study on best practices of Intervention area.
- Required skill of media Management locally as well newspaper agencies for brand building of AROH Foundation & funding agency.
- Quarterly Presentation of work is mandatory.
- Ensure data for P3 reporting and ERP data upload daily basis.

Essentials:

1. Smart phone, laptop, bike

Interested candidates can submit CV mentioning their current and expected CTC and notice period at hr@aroh.in