Job title: Programme manager (2)

Organisation: Centre for the Development of Human Initiatives (CDHI)

Location:Jalpaigudi, WB

Closing date: 22nd August 2024

Email for receiving application: cdhijob@gmail.com

**About CDHI:**

The Centre for the Development of Human Initiatives (CDHI) emerged in the year 1999 from a cadre of seasoned professionals with diverse backgrounds. It’s a non- profit organisation registered underthe Societies West Bengal Act XXVI of 1961, IT-12A & 80G and FCRA. It is aimed to boost agriculture based livelihood, women empowerment, education, health issues in West Bengal and some parts of Assam. CDHI is driven by the passion of working with the marginalized communities with the motto of catalyzing enabling conditions where communities can take up relevant initiatives to improve their own situations, by building capacities and self–efficacy. It believes that people are endowed with unique potentials and capabilities which are, more than often, shadowed by disabling conditions and structural asymmetries.

**Overview of Programme:**

With the aim of further reaching to more and more people and empowering the marginalized community, CDHI is going to work in 5 districts of WB respectively Jalpaiguri, Alipurduar, Darjeeling, South 24 Pargansa and North 24 Parganaswith marginalized and vulnerable community. The objective of this programme is to advocate for human development of community on issues of social and economic and access entitlements and provisions of schemes related to livelihood, food and humanitarian aid and also increase leadership qualities and institutional capacities of CBOs/POs. The programme is focused with issues of concern like livelihood and food security, climate change induced disaster & impact on agriculture and gender discrimination.

CDHI invites application for the position of Programme Manager (02);

**Program Manager:**

Project Manager will be responsible to provide directions, guidance and support to a team consisting of Coordinator, Programme Associate, Documentation and compliance associate, finance person and Community mobilisers, etc. He/She will build linkages with Govt. Department, private sector, civil society organizations, banks and other stakeholders as per the requirement of the organization. He/She will support the Chief functionary to meet the donor and govt compliance.

**Job responsibility:**

* The Project Manager would be the key person at project level responsible for the initiation, implementation & overall management of the project.
* Provide leadership in the development of annual/quarterly plans and budgets for Engagement with community for all 3 regions/filed offices.
* He/she will lead, manage and motivate the team and ensure accomplishment of objectives of the project and meaningful performance of each staff.
* He/she will identify linkages and liaison with coordinating with govt. depts and other stateholders for community development works.
* He/she will oversee and ensure timely and qualitative and impactful documentation of this entire project implementation- training/workshop reports, six monthly reports, annual reports and final reports.
* He/she will ensures that project objectives and indicators are being clearly understood by all staff members and the assignments are meet as per the project objectives and indicators.
* He/she will create and nurture an environment that emphasizes motivation, empowerment, teamwork, high standards, innovation and continuous improvement and a passion for providing service.
* He/she will supervise and responsible for successful implementation of project intervention, budget utilisation, effective programme and financial management, abide the IT and FCRA law.
* He/she will do the validation programme expenses and review of actual spend vs budget.
* He/she will do periodic engagement with programme and accounts team to understand existing finance and accounts operating system/set up and apply it for review their fund utilization reports (quarterly/half yearly/annually).
* He/she will be responsible for meet the queries of auditor during and post audit including auditor’s management letter’s response.

**Qualifications and Competencies:**

* Post graduate/Master’s degree in Social work/ Philosophy/ Rural Development from reputed institute.
* Minimum 15 - 20 years of experience in social development sector particularly with tribal, [poor and marginalised groups.
* Good understanding of thematic issues-livelihoods, food security, climate change/DRR and gender
* Good understanding of IT, FCRA, projectmanagement and team building skills.
* Ability to demonstrate knowledge and information sometime serve as resource or key person in programme conduction.
* Excellent communication and documentation skills in English as well as Hindi, having proficiency in MS word, MS excel, power point is essential.

**Salary:** CTC will be approx. 85,000/- per month however it will be commensurate with the qualifications, skills and work experience. Field travel cost will be reimbursed as per the organizational guide line/policy and this will be exclusive of the salary. Other social security benefits like provident fund etc. will be applicable as per government guideline.