**Position: Project Manager, Alternative Care**

**Location: Bhopal**

**Reports to: Asst. Director Advocacy, AR.T.**

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| **Section 2 | Purpose of the Role** | |
| The role holder is accountable for 360 degree management of alternative care on ground project undertaken by the A.R.T. department of Udayan Care. | |
| **Section 3 | Key Responsibilities** | | |
| * Implementation of the project activities on ground in timely, efficient and professional manner, overseeing all aspects of projects * Advocate, coordinate, influence and communicate with senior government officers and District Administration to carry out activities under the project and work directly with different stakeholders at state level, such as government, funding agencies and corporations, other NGOs, Consultants, etc. to ensure deliverables and be the face of organisations in the state * Work closely with HO to develop, manage project planned activities with complete baseline, indicators, tools, action plan, M&E and end line assessments (measure project performance using appropriate tools and techniques), databases and reporting structures * Manage and monitor project defined budget with regular tracking of expenses, and preparation of donor reports in approved formats * Manage changes to the project scope, project schedule and project costs in close consultation with HO * Perform risk management to minimize project risks * Prepare project tracker with set deadlines, assigned responsibilities and monitor progress on monthly basis. * Lead and direct the work of other team members * Establish and maintain relationships with third parties/vendors   **Any other job or related task as advised by the Managing Trustee/ A.R.T. Director**  *Travelling and Weekend hours (shall be required from time to time)* | | |
| **Section 4 | Experience , Qualifications and Skills** |
| **Experience - mandatory**  Around 7+ years of work Experience in national/multi state level NGO with working experience with children and youth with focus on their right to protection, skill building and training.  Familiar with a variety of the field's concepts, practices and procedures of project management.  Experience of working with multi-lateral stakeholders, including sr. govt. officials and UN bodies |
| **Educational Qualifications**  Masters in social work/psychology/sociology/law/rural development from a recognized institute of repute. |
| **Skills Requirements:**   * Proven working experience and skills in project development, process planning and management * Ability to plan and prioritize workload effectively * Ability to effectively advocate, coordinate and communicate with various government functionaries. * Excellent written and verbal Communication skills in English and Hindi, both client-facing and internal skills, especially hindi * Excellent written and verbal communication skills, including report writing skills in English and Hindi * Good organizational skills including attention to detail and multitasking skills * Strong working knowledge of Microsoft Office * Knowledge and proven track record of M&E * Developing and Tracking Budgets * Team management and Supervision * Advocacy, influencing, coordination and communication with senior government officials |

**How to Apply:** Please download and fill the Application form and send to [hrd@udayancare.org](mailto:hrd@udayancare.org) along with your updated c.v. Do mention the post you are applying for in the subject line.

Contact Person: Divyansha (HR Coordinator)