

**KGVK** requires **Project Managers** for its existing/ upcoming projects in the area of sustainable Livelihood enhancement, Natural Resource Management, Health, Education, Renewable Energy etc.

**Job Purpose:**

The Project Managers are responsible for the overall definition, direction, coordination, implementation, execution, control and completion of assigned projects. They will ensure alignment is maintained with the overall organization strategy, commitments and goals, and delivery is conducted consistent with standards, policies and processes in force and as updated from time to time.

**Key Tasks:**

- Responsible for overall coordination and reporting of progress to the partners/ management etc.
- Establishes and implements Project Management Processes and methodologies to meet the objective of the project as per time line, adhere to high quality standard and meet partners' / customers expectations.
- Responsible for developing project plans and teamwork assignments, directing and monitoring of work plan on daily basis, identifying resource needs, performing quality review and escalating functional, quality, timeline issues etc.
- Manage projects end-to-end, including budgets, plans, schedules and deliverables using appropriate tools
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- Responsible for tracking key project milestones and project plans and /or resources to meet the needs of project and partners.
- Develop positive relationships across the Team and organization to ensure communication is open and transparent, facilitating early identification of issues and risks and agile exploitation of business opportunities
- Manage program team with particular emphasis on capacity building of staff through mentoring and training
- Manages one or more cross functional projects
- Must possess extensive knowledge and expertise in the use of Project Management methodologies and tools, resource management practices and change management techniques.

**Educational qualification, experience and skill:**

- Bachelor Degree in Agriculture/ Health and Master's degree in related field (Project Management/ Business Administration/ Agri Business etc.)
- A minimum of Five years' previous experience in community development/ Agriculture Extension work alongwith Experience in designing and managing small/ Micro enterprises / community–managed Producer company/ cooperative etc. OR
- Relevant experience in commerce or industry that enables accomplishing the key tasks described in this job description
- Proven and successful experience in project design, Implementation, program management and future development.
- Excellent written and verbal communication skills.
- Strong relationship building and inter-personal skills
- Experience with research and writing, especially in regards to fund-raising, compiling and analyzing financial reports, and grant-writing.

**Key Attributes:**

- Target centric Professional
- Successful customer-facing practices
- Diligent, with great attention to detail
- Ability to cope successfully under pressure and with shifting priorities
- Excellent collaborator
- Self-motivated and self-sufficient
- Effective communicator at all levels
- Team player, able to work on own initiative
- Assertive, adaptable, creative and analytical
- “Can-do” attitude, willing to go the extra mile

Interested persons can send their resume on [info@kgvk.org](mailto:info@kgvk.org) on or before 4<sup>th</sup> November, 2016.