Job Description: Project Manager – Skill

Position: Project Manager, Skill

Department: Skill Unit.

Location: Pune.

Role & Responsibilities:

• Project Planning & Execution:

▫ Develop detailed project plans outlining the scope, objectives, timelines, and resources required.

▫ Execute skill-building initiatives in alignment with the project goals, ensuring timely delivery and adherence to specified quality standards.

• Stakeholder Engagement:

▫ Engage with community leaders, local businesses, and other relevant stakeholders to promote skill-building

▫ Build partnerships with educational institutes and training providers to leverage resources and expertise.

• Training Development & Delivery:

▫ Design skill-building programs tailored to non-traditional livelihoods, ensuring the content is culturally sensitive, relevant, and effective.

▫ Coordinate with subject matter experts and trainers to deliver top-notch training sessions.

• Monitoring, Evaluation, & Reporting:

▫ Track project progress, assess the effectiveness of training programs, and ensure alignment with desired outcomes.

▫ Regularly report to senior management and donors on project milestones, challenges, and success stories.

• Budget Management:

▫ Oversee the project budget, ensuring optimal resource allocation and financial accountability.

▫ Identify and pursue funding opportunities to sustain and expand the project.

• Team Leadership & Management:

▫ Lead a multidisciplinary team, ensuring efficient coordination and communication.

▫ Foster an inclusive, positive, and motivating work environment.

Requirement

• Bachelor's degree in social work, Community Development, Project Management, or a related field. Master's degree preferred.

• A minimum of 5 years of experience in project management, preferably in skill-building or community development projects.

• Proven track record of managing large-scale projects and leading diverse teams.

• Exceptional communication, negotiation, and stakeholder management skills.

Last date of Application: jobs.cyda@gmail.com Subject Line- Project Manager- Skill Unit- Pune

Apply before 25 May 2024.