JOB DESCRIPTION

POSITION:	**Project Manager**	**LOCATION:**	**NCR** (Delhi/Noida/Gurugram)
REPORTS TO:	**Programmatic Head (HQ)**	**LEVEL/GRADE:**	**Manager**

About ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programmes on the ground (Tier I), working with Civil Society Organizations, Government Departments, Corporate sector, and Multilateral / Bilateral Agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS, with its head office in New Delhi has ongoing projects across 11 states through 34 projects. More at www.accessdev.org

Position Summary:

Project UNDP-Pragati is a new urban initiative of ACCESS, supported by UNDP under its larger 'Progress – Pragati' programme that works to promote women enterprises. Under the project, women entrepreneurs in Haryana and Delhi (NCR) will be identified and onboarded to the Project and training and capacity building programmes using a set of innovative training resources will be organized to improve their business skills and to help them upscale their business. Additionally, setting up of new women enterprises will be facilitated. The women entrepreneurs will be tracked to assess business outcomes and adoption of good business practices.

In this context, ACCESS is inviting applications from self-driven professionals who are interested to take on the role of Project Manager and delivering against the objectives and implementation plan of the project.

Responsibilities:

1. Lead project planning, management and implementation and monitoring of field team towards efficient and effective project delivery.
2. Develop project implementation plan with weekly & monthly targets aligned to deliver against project timelines.
3. Formulate detailed budget and expenditure plans within the ambit of the approved project budgets. Track and ensure financial propriety in project expenses on ground activities as per approved budget.
4. Conduct monthly review and planning meetings with team to review progress on activities and outcomes, identify any implementation gaps and challenges and develop appropriate strategies for addressing the same and trouble-shooting.

5. Coordinate with HR and Programme Head on the hiring of community mobilisers and external trainers.
6. Manage, support and build capacities of a team of Community Mobilisers to deliver project activities on the ground.
7. Ensure the onboarding of (existing and new) women entrepreneurs to the project to meet project onboarding targets.
8. Develop and implement strategies for effectively mobilising women entrepreneurs to participate in training programmes and promote adoption of the good business practices and business services.
9. Form implementation clusters and allocate cluster-wise mobilisation and implementation responsibilities and targets to team of Community Mobilisers.
10. Coordinate with HQ team for the customisation of training resources (if and as) required as per local context.
11. Conduct training of trainers (ToT) on training curriculum developed for the project and oversee quality of training delivery and mentor trainers.
12. Organise and conduct trainings when required and for specific curriculum components.
13. Conduct documentation of project activities, outcomes and learnings through case-studies, photos etc.
14. Manage project implementation and outcomes data on excel based MIS and guide field team on proper data collection and submission towards ensuring accuracy.
15. Visit implementation clusters and women entrepreneurs periodically to assess quality of implementation, take feedback and identify areas of improvement in project delivery.
16. Prepare progress updates for client reporting and share the same during the weekly check-in meetings with the Client (donor agency).
17. Engage with relevant local stakeholders such distributors, wholesalers, retailers' associations, banks, government officials, financial institutes etc. to ensure smooth functioning of project explore convergence potential and connect beneficiaries to business support services.
18. Engage and coordinate regularly with Programme Head on project strategy and delivery, partnerships and client communication and reporting.
19. Provide support in setting up project office infrastructure (if and as required) and administrative management of office infrastructure and services.
20. Work as per the guidelines of project and organization and implement any other tasks assigned by Programme Head or HQ as per requirement.

Education & Experience:

- At least **5 years** of relevant experience of implementing community development projects related to enterprise development and training and livelihood promotion. Experience of working in urban context is desirable.
- Master's degree from any recognized university, preferably in Development Studies, Entrepreneurship Development or Social Work.
- At least **3 years** of experience of managing a field implementation team.

Skills and Competencies:

- Project & Team Management
- Networking & Liaison with Stakeholders;
- Communication, Reporting & Documentation
- Ability to converse fluently in Hindi and English

Travel Requirement

- Willingness to travel within NCR (Delhi, Haryana, UP) as required for implementing the project efficiently.

COMPENSATION:

The salary range for this position is commensurate to industry standards and will be determined based upon experience set of the candidate and the HR policies of the organization.

ACCESS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability,

Interested candidates should send an up-to-date CV and cover letter addressing the above requirements to sukhbir@accessdev.org by May 31, 2023. Only short-listed candidates will be contacted.