



JOB DESCRIPTION

POSITION: Project Lead

LOCATION: Pune (Maharashtra)

REPORTS TO: Team Lead

LEVEL/GRADE: Senior 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 a pan-India presence having state offices in 9 states and 26 project offices. More at www.accessdev.org

Project Kirana Phase II is a new urban initiative of ACCESS, under its Kiran Programme, supported by Mastercard Center for Inclusive Growth. Under the project, *kirana* store entrepreneurs in the city of Pune 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. The project will have an action research orientation and the *kirana* businesses and the entrepreneurs will be tracked to assess business outcomes and adoption of good business practices. 5,000 *kirana* store entrepreneurs will be covered under the initiative.

Position Summary:

In this context, ACCESS is inviting applications from qualified and self-driven professionals who are interested to take on the role of Project Lead and delivering against the objectives of the project. The Project Lead will be responsible for ensuring timely and high-quality implementation of the project in Pune city (Maharashtra) reaching out to 5,000 *kirana* store entrepreneurs as per the objectives and deliverables of the project.

Responsibilities:

1. Lead project planning and implementation and management and monitoring of field team towards efficient and effective project delivery.
2. Coordinate with HR and Team Lead on the hiring of project staff.
3. Provide support in setting up project of the office in Pune along with all associated infrastructure as required for efficient project delivery.
4. Anchor the customisation of project training and knowledge resources as per local context (including translation into Marathi) and coordinate with vendors/consultants engaged for such tasks and signoff on all final outputs after quality verification.





5. Anchor the customisation of project MIS as per project requirements in coordination with HQ support team and the vendor.
6. Manage, support and build capacities of a team of Project Coordinators and Enterprise Master Trainers to deliver project activities on the ground (including through Training of Trainer sessions based on training curriculum) and build their professional capabilities.
7. Ensure the onboarding of kirana store entrepreneurs to the project and their training to meet project targets.
8. Form project implementation clusters in consultation with the team and allocate project implementation responsibilities to team of Project Coordinators and Field/Cluster Coordinators as per these project clusters.
9. Develop and implement strategies for effectively mobilising *kirana* shops to participate in training programmes and promote adoption of the good business practices by *kirana* store entrepreneurs.
10. Develop project implementation plan with monthly & fortnightly detailing and milestones aligned to deliver against project timelines.
11. Conduct monthly review and planning meetings with team to review progress on activities and outcomes against project implementation plan, identify any implementation gaps and challenges and develop appropriate strategies for addressing the same and report to and update Team Lead accordingly.
12. Visit implementation clusters periodically to assess quality of implementation, take feedback from project participants and identify areas of improvement in project delivery.
13. Conduct quality documentation of project activities, outcomes and learnings through progress reports, learning documents etc.
14. Engage with relevant local stakeholders such distributors, wholesalers, retailers' associations, banks, government officials, etc., to ensure smooth functioning of project and explore and act upon potential convergence.
15. 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.
16. Review MIS data with MIS Coordinator and guide team on proper data collection and submission towards ensuring accuracy.
17. Prepare progress updates for client reporting and share the same during the fortnightly check-in meetings with the Client (donor agency).
18. Engage with project partners (corporate partner and bank partner) and their local officers for seamless implementation of project.
19. Support HQ team in dissemination of project learnings to external stakeholders and networks through social media and other channels and platforms.
20. Engage and coordinate regularly with Team Lead and HQ team on project strategy and delivery, partnerships and client communication and reporting.
21. Work as per the guidelines of project and organization and implement any other tasks assigned by Team Lead or HQ as per requirement.



Education & Experience:

- Atleast **7 years** of relevant experience of implementing large community development projects related to enterprise development and training and livelihood promotion. Experience of working in urban context and in partnership projects is desirable.
- Master's degree from any recognized university, preferably in Development Studies, Entrepreneurship Development or Social Work.
- Atleast **4 years** of experience of managing large implementation teams.

Skills and Competencies:

- Project & Team Management
- Networking & Liaison with Stakeholders; Communication
- Documentation and Knowledge Consolidation
- Ability to converse fluently in Marathi and English

Travel Requirement

- Willingness to travel regularly within Pune city as required for implementing the project efficiently and occasionally to any other part of the country as per organisation's need.

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. Only short-listed candidates will be contacted. The deadline is November 30th, 2022.

