



## **JOB DESCRIPTION**

**POSITION: PROJECT MANAGER**

**LOCATION: Kantabania, Dhenkanal**

**REPORTS TO: Head - Non farm sector vertical**

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### **JOB SUMMARY**

The position of for a salaried staff of ACCESS Development Services to be posted at Kantabania, Dhenkanal to implement Women Empowerment and Entrepreneurship (WEE) Project supported by Tata Steel Foundation. It is a livelihood promotion project to enhance income of 2000 households through enterprise creation in villages of Dhenkanal and Angul districts. The Project Manager will manage the day to day operations across the operational villages of the Project.

He/she will manage relationships with diverse set of external institutions-technical & financial and government agencies, in order to meet the purpose and goal of the project and responsible for achieving all the deliverables. S/he would represent the Project on behalf of ACCESS Development Services in different forums and develop strategies for creating more enabling livelihood environment in the project villages.

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### **KEY RESPONSIBILITIES (determine key responsibilities)**

1. Successful implementation and monitoring of the project as per the strategies and guidelines.
2. Effective utilization of Budget in the scheduled time frame and in compliance with organizational policies.
3. General management and administration of the Project Office.
4. Coordinating on routine basis with donor at local level.
5. Organizing regular planning and review meeting of the project and cooperative.
6. Ensuring institutional and financial sustainability of the women's cooperative promoted under the Project
7. Introducing innovative marketing strategies for products of women enterprises and the Cooperative.
8. Leveraging relevant government schemes/subsidies/programs related to agriculture, horticulture, livestock development etc.
9. Assist the cooperative in business planning and business strategies.

10. Capacity building of Cooperative Board of Directors and setting up management systems in the Cooperative
  11. Developing and maintaining effective collaboration and alliances with government counterparts, NGOs, consulting institutions, micro-finance and Livelihood networks, financial institutions and donors.
  12. Timely submission of Project progress reports to respective stakeholders internal & external.
  13. Maintaining cordial relationship with donor and also responsible for releasing the project fund in time.
  14. Timely reporting of the project status/progress and submit report in time to the ACCESS HQ.
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## **PERSON SPECIFICATION**

### **SKILLS & COMPETENCIES**

1. Motivation and commitment towards development.
2. Ability to work in a team and manage a team of development professionals.
3. Excellent written and oral communication skills in Oriya, Hindi and English
4. Assertive and proactive in requesting for assistance.
5. Innovative and creative in using opportunities and creating the same for staff.
6. Problem solving and conflict resolution skills.
7. Excellent interpersonal skills.

### **EDUCATION & EXPERIENCE**

1. Should be an MBA in Rural Management or Post Graduation in Social Science
2. Expertise in Livelihoods, Enterprise promotion and Women Empowerment
3. Should have at 5 to 10 years of experience in community based Livelihoods, promotion and management of community based institutions.

Please send your CV with cover letter to [sukhbir@accessdev.org](mailto:sukhbir@accessdev.org)