

## Job Description Project Manager

### **Background of The Hans Foundation**

The Hans Foundation, established in 2009, is a non- for -profit, Public Charitable Trust that that works for the improvement of quality of life for underprivileged communities across India through Health, Education, Livelihood and Disability sector interventions. THF undertakes direct implementation of projects on the ground in addition to providing funding support to not-for-profit organisations in India through its donor – RIST, USA. THF's Strategic planning focuses on key areas of its work with the aim of addressing the key issues of poverty alleviation, economic inequalities, and 360° impact on the quality of life through social development programs. THF's programs are majorly implemented in the most rural and under-developed areas in the country. Over the years, THF has expanded its charitable activities in collaboration with State and Central Governments, institutions, corporates, academia and non-government organizations for sustainable interventions to achieve scale and economy. The interventions implemented by the foundation range from grass root level to national level programs.

### **Background of the Project: Mobile Community Outreach Rehabilitation for Persons with Disabilities**

In collaboration with the National Institute for the Empowerment of Persons with Intellectual Disabilities, Department of Persons with Disabilities, Ministry of Social Justice and Empowerment.

**The early the better**” believing in this approach, The Hans Foundation has been supporting a number of projects to facilitate the early years of development. It provides supportive services to children and adult with disabilities who more often lack access to the comprehensive and intensified services in those magical years of development and also needed across the lifespan. This approach dramatically improves individual's chances to reach their full potential and functioning, have better quality of life and take up their right place in the society as adults. The Hans Foundation is creating more such facilities and services in the country to reach the last mile of targeted community while aiming to achieve the goal “*Persons with disabilities are socially included and living a valued & productive life*”.

This project would be operated through mobile-bus/van for early intervention, healthcare and rehabilitation, multidisciplinary interventions which is part of our broader effort to improve the lives of all children and adults with disabilities and to support reforms in the social system. The project will facilitate PWDs in accessing the disability certificate, Govt schemes, assistive aids and appliances and others benefits provided by the government.

### **1. General Information**

**Location:** Noida (project location)

**Type of Employment:** Contractual for a period of 1 year, renewable basis project requirements

**No. of Position:** 01

## **2. Duties & Responsibilities**

### **a) Project Management**

- Overall management of the project “Mobile Community Outreach Rehabilitation for Persons
- Preparation of monthly and quarterly progress update report for THF and any donor agency/company/organisation
- Develop and chase deadlines, budgets, and activities
- Conduct review meeting with all authorities and project team once a month

### **b) Stakeholder Management and Liaison**

- Building consensus amongst various stakeholders on key issues and initiatives of the project
- Ensuring smooth communication and coordination between NIEPID, project staff, and THF
- Work with stakeholders to assess program performance

### **c) Team Management**

- Lead the project implementation team and other THF staff for the project.
- Identification of KRAs for the staff in the project implementation team in THF and organisation’s strategies and approach for such project.
- Conflict resolution between staff members, administration, and stakeholders
- Supervising sensitively all critical cases of children/adult with disabilities and resolving them with the help of the project management team including leading team of THF and NIEPID
- Assess the need of capacity building training/session for team and for self

### **d) Reporting**

- Review of data gathered from the project service centre and all reports generated and suggest policy inputs.
- Reviewing reports created by project associate, HR executive, consultant monitoring associate and operations manager and core team.
- Review standard operating procedures for the functioning of this project and approval from concerned authorities as and when required

### **e) Finance and Administration:**

- Management of promotions, appraisals, performance evaluation and contract extension of all project staff and support the HR
- Maintaining record of attendance, report submission by team and also the bill and voucher if any

### **f) Other Duties**

Prepare and supervise the team for various awareness camp, exposure visits, training etc

### 3. Other Indicative Requirements:

<p><b>Educational Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Postgraduate in Management, Disability Studies and Action, Public administration, Public Health, Public Policy, Development or Socialwork, OR</li> <li>• Any other postgraduate degree with relevant experience in planning and administration, government, or renowned NGOs in the social sectors</li> </ul>
<p><b>Functional / Technical Skills and Relevant Experience &amp; Other requirements (Behavioural, Language, Certifications etc.)</b></p>	<ul style="list-style-type: none"> <li>• 5 to 7 years of relevant work experience in the development sector</li> <li>• Candidates with experience in high functioning consulting environment and project management in health and disability experience will be given preference</li> <li>• Strong written and verbal communication and capability to relate and interact with multicultural teams</li> <li>• Giving close attention to details and demonstrated ability to handle sensitive or confidential information</li> <li>• Ability to lead and drive the project with a vision to achieve transformational change</li> <li>• Strong interpersonal, negotiation, and conflict resolution skills</li> <li>• Have an empathetic &amp; compassionate attitude. Sensitive towards the needs of children</li> <li>• Ability to analyse complex problems, craft possible solutions and recommendations</li> </ul>
<p><b>Working days and Timings</b></p>	<ul style="list-style-type: none"> <li>• Monday – Saturday (2<sup>nd</sup> and 4<sup>th</sup> Saturdays off)</li> <li>• Timings – 09:00am to 05:00 pm, 8 hours of duty</li> </ul>
<p><b>Holidays</b></p>	<p>As per THF Holiday List</p>
<p><b>Salary</b></p>	<p>INR 70,000 per month. (Inclusive of all taxes)</p>

4. **Reporting:** Functionally to Manager/Senior Manager at THF and Administratively to Project Lead at NIEPID

**Apply:**

<https://docs.google.com/forms/d/1ZXaOyWHfYpm8KpOMTmP9VcCkoyVX9Fc0w3XsKcpJIYA/edit>

**THF is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions. We do not discriminate in employment on the basis of caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter**