

Program Manager based in Nabha, Punjab

Job Description:

Project Management

- Project Planning and Defining Scope of activities
- Developing Program Budget, Resource Planning and cost estimating
- Developing activity Schedules and Time Estimating
- Govt. dept liaisons and maintaining regular partner communication

Team building and leadership

- Provide guidance and support to the team
- Ensure regular training and up-skilling
- Keep the team motivated
- Staffing and resource planning

Reporting and Documentation

- Maintain Project Documentation as per standard requirements
- Monitoring and evaluation of program activities against planned targets
- Handling all reporting of data and records including online reporting platforms

Qualifications - Masters in Social Work, Social Sciences or Equivalent

Experience - Must have 2-4 years of experience of Project Management, Team Management &, Liaison with Government Departments. Experience of handling Government & CSR Projects is desirable.

Salary: Commensurate with experience.

Deadline to apply: Please write to us at info@thenabhafoundation.org by 25th August 2020.