

Project Manager

Organization Profile:

Krushi Vikas Va Gramin Prashikshan Sanstha was established in 1991 for achieving the goal of Sustainable Agriculture and Rural Development. It has emerged as a regional and national development organization, working in areas of Maharashtra and Madhya Pradesh, aimed at the betterment of rural, semi-rural, and diversifying urban communities that depend on agricultural and nonfarm-based activities for their livelihood and progress. KVGPS has been serving small farmers, unorganized rural farm and non-farm laborers, artisans, traditional communities, women, youth, elders and similar rural communities for more than 27 years in diverse sectors such as Natural Resource Management, Women Empowerment, Animal Husbandry, Sustainable Agriculture, Climate Smart Village Program, Sanitation and National Digital Literacy Mission.

Job Description:

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all assignments are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring methodical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Report and escalate to management as needed
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/community
- Create and maintain comprehensive project documentation
- Meet with community, funding party and senior management to take detailed briefs and clarify specific requirements of each project
- Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Develop comprehensive project plans to be shared with staff members
- Use and continually develop leadership skills
- Attend conferences and training as required to maintain proficiency
- Develop spreadsheets, diagrams and process maps to document needs

Requisite Skills and Aptitude:

- Three+ years of experience
- Excellent oral and written communications skills in English, Marathi and Hindi.
- Leadership Skills: You will have to keep your employees motivated, resolve conflicts and make hard decisions for your employees.
- Time Management: You will be working with employees, customers and management, often spinning multiple plates at once.
- Analytical Skills: You will also need analytical skills to be able to solve problems that may come up during a typical work day. You will be analyzing data and making decisions that affect the project on a regular basis.
- An ability to work with under pressured deadlines, meet targets and maintain professional disposition while addressing multiple dealings and demands.

Interested candidates can send in their application with your detailed resume, current salary, expected salary & notice period to hr.krushivikas@gmail.com with the subject line 'Project Manager'.