

Background of The Organisation

The Organisation, established in 2009, is a Public Charitable Trust that works towards creating an equitable society to enhance quality of life for all through the empowerment of marginalized and underprivileged communities in India. The Organisation works for the Health and Wellbeing of remote and under-served groups, with an additional focus on children, persons with disabilities and women. The Organisation also works for holistic Education and Livelihood development of our communities. Our Two-Fold Strategy involves identifying and working within Aspirational Districts and high poverty index in the North, North-East and East regions within specific states, as well as catering to lower-income and migratory populations in cities, through urban programs.

Over its 15 years of existence, The Organisation has reached more than 35 million beneficiaries through its programs. The Organisation works with communities through direct implementation of projects on the ground in addition to providing local management and monitoring support to not-for-profit organisations in India funded through The Organisation USA and RIST.

Background of the Project

The Organisation (health services for students) has been conceptualized with a focus on school students' mental and physical well-being. The health professionals (Doctor, Psychologist, Para Medical Staff) working on this project would be the backbone to steer the project toward the intended impact and the outcomes. The Organisation has started its kind initiative to provide improvement in the physical, mental, and social well-being of school-age children in 50 schools of Delhi NCR, to help towards leading a healthy life.

The Organisation believes in promotion of inclusive education for all including children with disabilities in order to provide equal opportunities for growth and development. Therefore, Unnati project will be integrated with Organisation Wellness Centre. This project is designed to create an inclusive ecosystem in the schools which would enhance the quality education for children with disabilities. This initiative will improve the pedagogy and learning outcomes amongst all students by developing barrier free environment, training of teachers and access to learning materials etc.

The Organisation intends to implement this unique project which is the need of the hour in Govt and low resource private schools of Ahmedabad, Gujarat.

1. General Information

- Location: Ahmedabad, Gujarat
- Type of Employment: Contractual (Full-Time), renewable basis on project requirements
- No. of Position: 01
- Date of Joining: Immediate
- **Reporting to:** Manager- Swasthya Cities

2. Role Purpose

The position plays a key role in initiating and executing Organisation Wellness Centre and Unnati projects across the city. The incumbent will collaborate with various internal and external stakeholders, including government departments, school administrators, vendors and pharmaceutical agencies. He/She/They will be instrumental in aligning and implementing standard operating procedures (SOPs) across project schools to ensure the consistent delivery of quality health services to students, ranging from pre-nursery to higher secondary grades.

This role involves managing daily operations while maintaining a strategic focus on achieving annual targets, reaching beneficiaries and ensuring efficient budget utilization. Candidates with experience in managing complex projects, exposure to school settings and a strong interest in analytics will be well-suited for this position.

3. Key Responsibilities

(The following duties are not listed in order of priority and may be modified based on project requirements)

a. Project Management

- Oversee the overall management of the Wellness Centre and Unnati project.
- Prepare monthly and quarterly progress reports for The Organisation and any associated donor agencies, companies, or organizations.
- Develop and adhere to the annual project plan, budget and timelines.
- Conduct regular review meetings with relevant authorities and the project team.
- Stakeholder Management & Liaison
- Establish partnerships with school authorities and relevant departments to initiate projects.
- Build consensus among stakeholders on key project issues and initiatives.
- Facilitate smooth communication and coordination between schools, project staff and The Organisation
- Collaborate with stakeholders to assess program performance.

b. Team Management

- Lead the project implementation team and other The Organisation's staff involved in the project.
- Define Key Result Areas (KRAs) for the project team in alignment with The Organisation's strategies and approach.
- Ensure adherence to standard operating procedures for both projects.

- Oversee and sensitively manage critical and medico-legal cases involving students, ensuring resolution with the project management team's support.
- Identify and address capacity-building needs for the team and self through training and development sessions.

c. Reporting & Documentation

- Review service-related data and reports from school centers, taking appropriate actions to improve service quality.
- Assess reports prepared by the MIS associate, Project Coordinators and make necessary changes as per the requirement.
- Conduct monthly review meetings with school authorities and the project team.

d. Finance & Administration

- Manage staff promotions, appraisals, performance evaluations, and contract extensions, supporting HR as needed.
- Maintain records of team attendance, report submissions, and financial documentation such as bills and vouchers.
- Draft and oversee Memorandums of Understanding (MoUs), Work Orders, Purchase Orders, and agreements for partnerships and services with stakeholders.

e. Other Duties

- Plan and oversee the team's participation in awareness camps, exposure visits, training sessions, and related activities.

4. Other Indicative Requirements

- Will be responsible for managing procurement processes for the project that may include connecting with vendor, consultants, service providers for the successful implementation of programmatic activities.

Educational Qualifications

- Bachelor's degree in management, Public Administration, Public Policy, Development Studies or Social Work is essential. A postgraduate degree will be preferred.

Functional / Technical Skills and Relevant Experience & Other requirements (Behavioral, Language, Certifications etc.)

- Minimum of 8 years of experience, including at least 3 years in project management or coordination within the social development sector after obtaining a relevant degree. Exceptional cases may be considered.
- Preference will be given to candidates with experience in a high-functioning consulting environment and project management within a school setting.
- Proficiency in computer applications and office software (MS Word, Excel, etc.), with strong knowledge of spreadsheets and databases.
- Ability to handle diverse project management tasks, including design, planning, implementation, data management, and reporting.
- The role requires frequent intra-city travel and occasional visits to Regional Office in Delhi and Head Office in Gurugram.
- Proficiency in English is required; knowledge of Gujarati is an added advantage.

Working Days and Timings

Monday - Saturday (*excluding 2nd & 4th Saturdays*)

Timings – 9:00 AM – 5:30 PM

The Organisation 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.

Interested candidate please share your cv at:

contact@pmspl.net.in