

JOB DESCRIPTION

Project Officer (10 Positions)

- Overall co-ordination with the partner organizations for achievements of project goals.
- Undertake activity monitoring and prepare periodic project progress reports such as narrative reports.
- Support in organizing workshops, campaigns, and training programmes
- Verify data and relevant supporting documents on regular basis and communicate with partner organizations to upload, modify/amend data documents as and when required.
- Provide technical support to partner organizations based on requirement.
- Ensure coordination with partner organizations and provide managerial guidance for the preparation of the outputs for which the partners are responsible.
- Identifying issues and challenges and best practices in districts
- Ensure all documentation is maintained appropriately for each component.
- Prepare minutes of meetings, progress reports, briefing, concept notes, PPTs etc.
- Document and follow up on important actions and decisions from meetings, write case studies
- Coordinate with the team internally for ensuring all programmatic and communication related activities of the project.
- Undertake programmatic visits to project intervention locations with prior approval of supervisor.
- Any other duties assigned by the supervisor and/or management.

Educational Qualification

- Masters' degree in management, social sciences, law or other related discipline.

Desirable Experience

- 3-5 years experience in project coordination and monitoring with focus on child rights and protection, gender/GBV, human rights related work would be an added advantage.

Skills and Competencies

- Experience with governmental and non-governmental entities is advantageous.
- Good understanding of project management cycle and demonstrated experience in project implementation.
- Effective report writing and analytical skills.
- Good knowledge of child rights and protection issues and laws relating to children.
- Able to manage a high workload, meet tight deadlines and prioritize tasks.
- Excellent interpersonal and communication skills both written and verbal.
- Computer literacy in MS Outlook, MS Word, MS Excel, MS PowerPoint and Internet surfing.

Please send your resume at: contact@pmspl.net.in