

JOB DESCRIPTION

Position Title	Project Manager
Position Concept	The Project Manager will be responsible for overseeing the successful implementation of the project in collaboration with the implementing state/s. She/he will play a crucial role in coordinating various project activities, managing stakeholders, and ensuring the project's objectives are met within the defined timeline.
Principal Responsibilities	<p>Project Planning and Execution: Develop a detailed project plan outlining the timeline, milestones, and deliverables. Coordinate with the State Project Lead and National Coordinator to ensure effective project execution. Monitor project progress and promptly address any deviations from the plan.</p> <p>Stakeholder Management: Collaborate with Sponsor representatives, the Bharat Scouts and Guides, and other partners to align project objectives and expectations. Establish and maintain strong working relationships with key stakeholders to foster collaboration and support.</p> <p>Team Leadership: Provide leadership and guidance to the project team members. Delegate tasks appropriately and ensure team members have a clear understanding of their roles and responsibilities.</p> <p>Monitoring and Evaluation: Implement a monitoring and evaluation framework to measure project performance against predefined KPIs. Analyse project data and prepare regular progress reports for internal and external stakeholders.</p> <p>Risk Management: Identify potential risks and challenges that may impact project success. Develop mitigation</p>

	strategies and contingency plans to address risks proactively.
Term of appointment	As per the project term
Report to	National Coordinator
Personal profile	<ul style="list-style-type: none"> • Preferably a graduate • Able to communicate in English and Hindi • Advanced knowledge of Microsoft Office • Ability to data analysis of reports • Ability to develop and implement project proposals and preparation of reports. • Possess good relationship and communication skills. • Experience in Scouting/Guiding is preferable