

Mahila Abhivruddhi Society, Andhra Pradesh (APMAS)

Job Description for the position of Project Manager

Position	: Project Manager
Project	: Improved Nutrition & Health of Adolescent Girls & Women
Location	: Hyderabad
Reporting to	: CEO & MD of APMAS
Positions reporting	: BCC cum CB Specialist, MEL Specialist and Project Officers
Closing date	: 5 October 2017

About APMAS: Mahila Abhivruddhi Society, Andhra Pradesh (APMAS) is a National level technical resource organization working for the advancement of people's institutions such as women self-help groups (SHGs), SHG federations, farmer institutions, and other community based organizations who believe in and respect the spirit of self-help and keep it as a guiding principle. It works closely with the state governments and key stakeholders in development sector towards achieving poverty reduction and socio-economic empowerment of the marginalized and the poor. More details can be seen in the Website: www.apmas.org

About the Project: APMAS in partnership with Institute for Human Development (IHD) is implementing the action research project, "**Improved nutrition & health of Adolescent Girls, and Women**" with the support of BMGF. The prime objective is to develop and explore the efficacy, effectiveness, and cost effectiveness of community-based models for addressing nutrition outcomes of adolescents and women (**15 to 29 years**) of urban poor in GHMC, Telangana and Ongole & Tirupati towns, Andhra Pradesh.

Roles and Responsibilities

Lead the Project

- Plan and design operational framework and intervention strategies for the project
- Develop necessary systems and procedures for effective and efficient implementation of the project for quality and timely delivery of the project objectives and deliverables
- Ensure technical, programmatic and financial leadership to the project
- Learn from successful experiences and spearhead learning, diffusion and replication
- Ensure participatory learning and action is adopted with the focus on behaviour change communication
- Coordinate and organize Advisory Committee Meetings and stakeholder workshops
- Conduct periodic monitoring and review of progress and undertake course correction in consultation with appropriate level
- Ensure proper management of financial resources and assets in line with APMAS policies and donor requirements
- Manage high quality project documentation including learning documents, case studies, publications, and finance & program reports
- Ensure timely compliances as per donors' regulations, APMAS policies and Indian laws
- Represent APMAS in various meetings and discussions related to women's nutrition

Coordination with IHD

- Lead in coordinating, joint planning, monitoring and reviewing exercise with respect to project deliverables along with IHD
- Ensure active and planned collaboration between APMAS and IHD in undertaking baseline, mid line and end line surveys
- Facilitate frequent sessions on continuous improvement to enhance quality and strengthen the systems/strategies necessary for quality delivery of the objectives and deliverables
- Coordinate with IHD, counterpart on a regular basis and extend necessary cooperation

Lead in collaboration with major stakeholders

- Maintain effective communication with BMGF representatives on strategy, project design & interventions, implementation, reporting etc.
- Facilitate internal linkages and working collaborations with the urban development authorities, MEPMA, GHMC, ICDS and health department functionaries for the etc.
- Identify and develop strategic linking and learning from similar projects nationally and internationally

Leadership

- Translate vision to results by developing and providing clear strategic and operational guidance to a high caliber team
- Build technical skills and provide quality leadership to the field teams in terms of planning, monitoring, effective implementation, evaluation and learning
- Provide team building skills to deal with complexity and ambiguity and as well as provide clear direction to the team and motivate & inspire peers towards excellence
- Innovative and creative with a strong sense of ownership for each deliverable

Qualifications and Requirements

- A Master Degree in Nutrition/Public Health related discipline
- A minimum 10 years of experience in managing similar projects at national or international level out of which 5 years should be in leadership/managerial capacity
- Demonstrated ability to create and maintain effective working relationship with funding partner, government agencies, local district officials, state-level agencies, NGO partners and relevant stakeholders at all levels.
- Excellent skills in project planning, monitoring, reviewing, evaluation and documentation
- Must be result oriented and should work to deliver as per the agreed timeline
- Excellent written & verbal communication and presentation skills in English and Telugu
- Necessary skills in computers
- Required to travel extensively in the project operational areas
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability

How to apply: Interested and qualified candidates should send your CV to hr@apmas.org and mention the post you are applying for in the subject line. Only Shortlisted Candidates will be contacted.