

Project Manager- Livelihoods

Schoolnet India Limited (Schoolnet) is India's leading social infrastructure development company and is inter alia engaged in businesses that focus on creating scalable solutions, using technology as a key driver, and implementing large scale Education, Employability and Employment mandates (hereinafter referred to as the "3Es").

The Education initiatives of Schoolnet involve leveraging technology to improve teaching-learning in schools through establishment of connected classrooms, computer labs, school curriculum mapped digital content, app based personalised learning solutions and training of teachers using technology. Our Employability initiatives are Technical & Vocational Education and Training (TVET) programmes implemented through our subsidiary Learnnet Skills Limited (Learnnet), which is a joint venture with a Government of India owned institution – National Skills Development Corporation (NSDC).

The advisory division of Schoolnet, which is called Cluster Development Initiative (CDI), provides services to Governments, institutions and industry for cluster development, livelihoods promotion, rural enterprises, agri value chains, industrial infrastructure, creation of sustainable livelihoods and entrepreneurship. CDI has rich experience in several craft based rural livelihoods projects in handlooms, handicrafts, bamboo, etc

CDI is currently engaged in working on craft based clusters in Assam, as well as developing sustainable livelihood projects for economic development and social empowerment of village communities in Assam. Schoolnet wishes to develop a team for sourcing and implementing rural livelihood projects in Assam with focus on strengthening the local economies.

Given this, we are looking for an enthusiastic, dedicated and committed professional who can develop and lead projects in livelihoods and rural enterprise development, both farm and non-farm.

Purpose of Role

The Project Manager will have overall responsibility for managing the projects being implemented by CDI in Assam, with respect to livelihoods and rural enterprise development, in line with the approved design, and in compliance with the client requirements.

She/he will be required to liaise with the Head Office team, Client, Trainers, Community members and other relevant stakeholders from time to time. She/he is required to document and report the activities as per the standard protocols of the organisation and perform any other activities as mandated by Schoolnet India Ltd. The post will be based out of Tinsukia, with frequent travel to the project areas in the district and to Guwahati for managing other projects in Assam.

Role's Position in Organisation

Internally	Cross sectional teams- other Project Managers and Coordinators of various projects implemented in the area as well as state, Schoolnet team in Guwahati and other internal experts working on the project based in different locations
Externally	Client, Implementation/consulting partners, Domain experts- Designers and others, Reputed academic Institutions, Market and Finance partners, NGOs, Community members and other stakeholders at all levels

Roles & Responsibilities

Project Coordination

- Overall responsibility for managing the livelihoods and rural enterprise cluster development programs in Assam, in line with the approved project structure and in compliance with client requirements.
- Liaise with the Head Office team, Client, Trainers, Community members and other relevant stakeholders from time to time.
- Develop strong linkages with the communities – farmers, artisans, and other stakeholders to ensure successful implementation of projects
- Preparing project reports, presentations, making presentations to govt officials and other stakeholders
- Work with the trainers, Project Coordinators, Finance team and others to ensure high quality implementation of the programme, with periodic design/ redesign of interventions based on lessons learnt
- Ensure that accurate plans and budgets are prepared in suitable formats, up to date, and according to the organisation as well as Donor requirements
- Visits to villages in the project area coordinating with the concerned staff

Monitoring, Documentation and Reporting

- Ensure high quality monitoring of the project and generation of quality periodic reports, stories of change, field observation reports and case studies in line with project's requirement
- Prepare regular narrative reports and oversee financial reports in line with organisational and donor requirements
- Compile and manage risks associated with or incidental to the project

Partnerships management

- Develop strategic partnerships and collaborations with other innovative organisations, academic and non-academic institutes, domain experts, market linkages with successful entrepreneurs in Handlooms and Handicrafts segment
- Manage key relationships with major supporters including Client, partners and others

- Any other activities that enhances effectiveness in functioning of the institute and adds value to the project on the whole

Others

- Contribute to the achievement of the Organisation's Annual Action Plan through partnerships and ensuring smooth execution of the project
- Advance a sustainable model of development, with high levels of transparency and accountability to the client, communities and other stakeholders

Desired Experience

- At least 8 years of experience in managing development projects, preferable in rural enterprises, farm / non-farm livelihoods, out of which minimum 2 years in leadership role.
- Prior experience in Entrepreneurship Development, Value Chain Promotion, Marketing, Producer group formation and Capacity Building related activities.
- Prior proven experience of leading projects as Team Leader/Deputy Team Leader in any Government Sector of Multilateral/Bilateral funded project in either PMA or PMU mandates
- Proven ability to manage team, with strong leadership, conceptual and negotiation skills, together with the ability to work independently and be self-motivated
- Proficient in the use of MS Word, Excel, Access, Power-point, and Internet communication
- Have high degree of integrity and accountability
- Have fluency in Assamese language (Reading, writing and Speaking).

Your application must include:

- A CV and a cover letter that highlights your passions, motivations for applying. Tell us how your skills and expertise would contribute to Schoolnet India Ltd and HTPC in particular
- Please write "***Application for Project Manager***" in the subject line of your Email.