

## JOB DESCRIPTION

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**Job Title: Project Manager**

**Location: Odisha**

**Qualification:**

- Bachelor's degree (BSc/BTech) in Agriculture
- Postgraduate degree in Rural Development, Rural Management, or Agri-Business Management

**Experience:** Minimum of 2+ years in managing agriculture or rural development projects

**Job Responsibilities**

### 1. Project Planning and Monitoring

- Define project scope, objectives, and deliverables in collaboration with stakeholders.
- Develop comprehensive project plans, including timelines, milestones, and resource allocation.
- Set clear project goals and align expectations with team members and stakeholders.
- Procure resources, equipment, and materials required for project execution.
- Conduct staff reviews and create workforce plans to optimize project implementation.

### 2. Project Implementation

- Lead project teams, providing guidance and support throughout the project lifecycle.
- Monitor project progress to ensure compliance with schedules and budgetary constraints.
- Troubleshoot and resolve issues or conflicts during project execution.
- Organize regular status meetings and provide updates to stakeholders.

### 3. Risk Management

- Identify potential project risks and develop mitigation strategies.
- Assess risks throughout the project lifecycle and implement contingency plans to address challenges.

### 4. Stakeholder Management

- Build and maintain strong relationships with project stakeholders, including beneficiaries and donors.
- Provide timely updates and address concerns to ensure alignment with project objectives.

### 5. Quality Project Delivery

- Ensure that deliverables meet quality standards and client expectations.
- Conduct regular quality checks and implement improvements as needed to optimize outcomes.

### 6. Government Program Leverage and Convergence

- Leverage various government schemes to benefit project participants.
- Collaborate with government departments to ensure project alignment with policy goals.

### 7. Documentation and Reporting

- Maintain detailed and accurate documentation, including project plans and progress reports.
- Prepare presentations and reports for stakeholders, senior management, and donor agencies.
- Capture lessons learned and document best practices for future reference.

### 8. Additional Responsibilities

- Provide inputs to donor reporting and ensure compliance with project requirements.
- Undertake any other tasks relevant to project success as assigned.

**Key Competencies:**

- Strong project management and leadership skills.
- Expertise in agriculture or rural development sectors.
- Excellent stakeholder management and communication skills.
- Proficiency in risk assessment and mitigation strategies.
- Analytical mindset with attention to detail.

**To Apply:** Please send your resume and a cover letter to [[headhr@mahashaktiindia.org](mailto:headhr@mahashaktiindia.org), and [hr@mahashaktiindia.org](mailto:hr@mahashaktiindia.org)] with the subject line Project Manager Application.