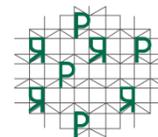


Job Announcement Form
Professional Assistance for Development Action (PRADAN)

Title of the position offered	Project Manager (Institution Building & Capacity Building and Livelihoods)
Number of Vacancies	8
Roles and Responsibilities:	<ul style="list-style-type: none"> • Coordinate at the district level to ground the jointly developed annual action plan in collaboration with RAJEEVIKA. • Facilitate and support the strengthening of women’s collectives and implementation of thematic livelihood interventions, ensuring integration of livelihood asset creation initiatives. • Organise and facilitate block- and district-level trainings, workshops, and capacity-building sessions for women’s collectives, field staff, and community cadres; provide need-based handholding support during on-ground implementation. • Establish and demonstrate livelihood models within the respective CLF (Cluster Level SHG Federations) areas in collaboration with RAJEEVIKA and CLF teams. • Prepare monthly work plans and progress reports aligned with the district annual action plan in coordination with RAJEEVIKA; ensure systematic data capture for evidence building and reporting at agreed frequencies. • Undertake any other responsibilities relevant to strengthening collectives and advancing livelihood initiatives. • Organize exposure visits and learning events required for successful project implementation. • Support the design of capacity-building modules, including community-based institutional frameworks and IEC materials. • Prepare case studies and impact documentation of the project. • Develop and demonstrate immersion sites. • Any other task as assigned by the project team
Eligibility criteria	<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • Full-time Master’s Degree in Social Work, Economics, Agriculture, Horticulture, Livestock, Engineering, or any other relevant discipline from a recognized institution. • Minimum of 2 years of relevant work experience in the social sector or in aligned thematic areas, preferably within related departments or development programmes.
Skills and Competencies	<p>Required Skills and Competencies:</p> <ul style="list-style-type: none"> • Development Project Management skill: Planning-Implementation-Monitoring • Strong report writing and documentation skills. • Effective presentation and communication skills. • Leadership & Stakeholder Coordination: Ability in negotiation and partnership development with multiple stakeholders.



	<ul style="list-style-type: none">• Proficiency in MS Office applications, especially Excel for data management, analysis, and production tracking.
Place of posting/Location	Udaipur, Sirohi, Rajsamand, Dungurpur, Salumber, Partapgarh, Pali and Alwar districts of Rajasthan
Proposed Salary range	Yearly CTC ranging from ₹4.5 lakh to ₹6 lakh, based on relevant experience and qualifications
Nature of job	1-year fixed term contract and extendable based on performance
Last date of Application	10 th March, 2026
For any query write to	anifkhan@pradan.net rabindranath@pradan.net
Preference	<ul style="list-style-type: none">• Relevant experience in the social sector, particularly in themes such as institution building of collectives, farm-based livelihoods, value addition, and related interventions.• Age limit: up to 35 years.• Willingness and ability to travel extensively in the field; candidates should be able to ride a two-wheeler as required for field mobility.
Google Form link to apply for the position	https://forms.gle/9Nohn11ZXzvN3JHt5