

Job Announcement Form
Professional Assistance for Development Action (PRADAN)

Title of position offered	Project Manager
Number of Vacancies	1
Responsibilities:	<ul style="list-style-type: none"> • Support in establishing and maintaining strong coordination with government departments (e.g., VB GRAM G, SRLM, Agriculture, Horticulture, Animal Husbandry, Tribal and Forest Department) at block and district level (Gadchiroli and Vidarbh region) • Establish and strengthen grassroots implementation systems and models/prototypes while ensuring regular and effective coordination between community institutions and government stakeholders. • Ensure convergence between project activities and relevant government schemes and programs • Support documentation, follow-ups, and approvals related to government partnerships and schemes • Assist in organizing meetings, exposure visits, and joint planning sessions with government officials and community institutions • Strengthen relationships with Panchayati Raj Institutions (PRIs), CBOs and linkages with local administration • Track policy updates, government initiatives, and opportunities relevant to the project • Support field teams in resolving administrative and coordination challenges during implementation of the project • Undertake any other work related to project implementation and management as assigned by the Reporting Person or Project Team
Eligibility criteria & Skills and Competencies	<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • Bachelors’ degree in Rural Development, Public Administration, Social Work or any relevant discipline <p>Experience</p> <ul style="list-style-type: none"> • Minimum 5 years of experience in grassroots development, including project implementation, government programs, or related rural development initiatives, with demonstrated experience working closely at the community level as well as with government systems and departments. <p>Skills and Competencies:</p> <ul style="list-style-type: none"> • Grassroot/ community meeting facilitation and knowledge on grassroot engagement methodology. • Strong networking and relationship management skills • Good understanding of government systems and schemes

	<ul style="list-style-type: none"> • Effective communication and negotiation skills • Ability to coordinate with multiple stakeholders • Strong documentation and reporting skills • Problem-solving approach with attention to detail • Commitment to strengthening rural development initiatives • Must base for work in Gadchiroli district location and willing for extensive travel in different parts of Gadchiroli as well as Vidarbh.
Place of posting/Location	Gadchiroli district of Maharashtra
Proposed Salary range	11-12 Lakh per Annum CTC as per PRADAN's norms and regulations
Nature of job	One-year fixed term contract and extendable based on performance and project continuity.
Last date of Application	Apply by 25 th April 26
For any Queries write to	Write to gadchiroli@pradan.net for any queries
Preference	<ul style="list-style-type: none"> • Candidates who are fluent in the local language (Marathi), particularly in the Gadchiroli regions and are willing to work at the district/block level are strongly encouraged to apply. Proficiency in Hindi will be an added advantage. • The role requires frequent travel to blocks/villages. Preference will be given to candidates who can drive a two-wheeler and have a valid two-wheeler license • Must base for work in Gadchiroli district location and willing for extensive travel in different parts of Gadchiroli as well as Vidarbh.
Link to apply for the position	https://forms.gle/N16ZLcHQVm6mJ9T88