

Job Description

Job Title	Assistant Manager - Projects (Health & Hygiene)
Job Type	Full - Time
Organization	Salaam Bombay Foundation
Scope of Work	To lead & support the delivery of targeted program objectives of the Rural Vertical, ensuring impactful implementation of the specified objectives with passion for social development work
Job Responsibilities:	<p>Strategic Planning & Budgeting:</p> <ul style="list-style-type: none"> Review effectiveness of last year's plan implementation Design and plan current year's plan for National Level program delivery Prepare the Annual Budget Plan for the National level Program Review of Budget implementation Monthly, Half-yearly, Annually Plan the Content to be delivered w.r.t Tobacco Control Awareness, nationally Submission of Quarterly, Half-yearly and Annually Utilization Certificate to Funders <p>Advocacy, Networking and Stakeholder Management:</p> <ul style="list-style-type: none"> Maintain relationship with the Support of Govt. authorities, Ministry of Education at State and National level Coordinate with the Education Ministry, Health Ministry, Social Justice Ministry for the issuance of Govt. Resolutions Connect with Media Partners for coverage of the Foundation's events and notable achievements Maintain an ongoing connect with Govt. Officials / Ministers and invite them for the Foundation's regular activities to garner their continuous support for the programme Engage Media in Tobacco Control program with News Channels & Local Newspapers <p>Program Supervision:</p> <ul style="list-style-type: none"> Conduct Monthly review with each partner NGO of effectiveness of implementation Conduct Experience Sharing workshops to increase awareness amidst other NGOs regarding Tobacco Control Awareness Manage Partner NGOs & review the effectiveness of their Program Delivery to beneficiaries Coordinate with the Foundation's Team Members to understand the effectiveness of the implementation and resolve any gaps found Review Proposals created by Team members Review of Budget implementation Monthly, Half-yearly, Annually Review the effective delivery of the Project w.r.t Tobacco Control Awareness, nationally Write Proposals & submit the proposals to Directorate office & Secretary of Maharashtra Prepare Proposals for external Funding Partners that support Rural Projects Review & guide for improvisations w.r.t Information, Education & Communication (IEC) Material, Powerpoint presentations which are used for different Training workshops, created by the Team internally Supervise Online data management (webinars, files etc) [Pandemic period] <p>Trainings Management:</p> <ul style="list-style-type: none"> Guide, Mentor and Supervise the team w.r.t Sensitization Workshops for Govt. Authorities, Partner NGOs, National Level & State level workshops on Tobacco Control Awareness, workshops for NGO partners at district level & state level, Internal Workshops for the Rural team at intervals

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	<p>Reporting & Documentation:</p> <ul style="list-style-type: none"> • Ensure the timely submission of Reports to Funders • Review of Internal Team members' Reports - monthly, half-yearly, Annually • Review the reports submitted by Partner NGOs & provide feedback for improvement • Maintain Online Dashboard regarding Funding Partners' work • Review the Rural Vertical newsletter content • Prepare half-yearly, annually the Foundation's documentation Report <p>Team Management:</p> <ul style="list-style-type: none"> • Conduct review meetings with the Team - Weekly, Monthly, Quarterly, half-yearly, Annually • Motivate the Team and ensure the development of Team members • Conduct Capacity Building Workshops for internal Team
Qualification and Experience	Any Post Graduate degree with Project Management skills, good team management abilities, ability to handle pressure and meet deadlines with 7-9 years of relevant work experience
Competencies	Project Management skills, Team Management skills, Analytical Thinking, Problem Solving ability, Good Verbal and Written Communication skills, Digital Marketing Skills
Skills and Knowledge	Any previous relevant work experience working in the Social Development sector in the Education / Health sectors is preferable
Reports to	Reporting to Vice-President - Rural Vertical
Compensation	As per Industry Standards