

Job Description: Asst. Manager (Centre of Excellence for PwDs)

Key Responsibilities

The person in this position will be responsible for ideating, conceptualizing, running and managing the projects jointly with onsite NGOs. He/she will develop the monitoring framework and analytics/KPI for the projects with a special focus on the quality of deliverables and consistently deliver expected outputs.

The incumbent will be involved in planning, budgeting, review of schedule timelines, onboarding, resource management for the projects, Single Point of Contact (SPOC) for issue management, onsite-offsite coordination and communicating innovative ideas/changes for project management/development activities.

The incumbent will work alongside VP, CoE to deliver desired outputs and provide support in the management of grants, contracts, and special projects (as needed).

Key Responsibility Areas will also include:

1. Report on the Disability Sector

- Write research papers and reports.
- Prepare and continuously update a report/paper/knowledge book in the field of disability
- Meet the experts in the field of disability and continuously explore best practices across the globe, which can be implemented in India
- Engage with youth to survey, brainstorm and come out with ideas to tackle problems faced by Persons with Disabilities (PwDs)
- Engage with PwDs to conduct surveys, brainstorm, analyze and come out with ideas to address their needs
- Perform any other task/role assigned by the Management of the SBI Foundation

2. Budget Achievement

- Meeting budget targets throughout the year by conceptualizing innovative projects in the field of disability
- Undertaking projects as per the budget allocated to the position/team

3. Project Management & Delivery

- Participate with NGOs closely in project delivery, and run projects by themselves
- Ensure that projects meet objectives, timelines are adhered to, and beneficiary experience is of high quality
- Effectively communicate with diverse stakeholders, including NGOs, partner teams, beneficiaries, etc.
- Establish a clear understanding of project expectations including timelines, quality check measures, etc.
- Manage expectations, align and push back as per the requirements of the project's demand.

4. Monitoring and Evaluation

- Monitor projects regularly by conducting site visits to ensure timely achievement/delivery of targets/results.
- Evaluate the data provided/gathered from NGOs/onsite to track the progress of the project. Estimate the probability of success/failure and take necessary steps to meet the desired outputs.
- Undertake/initiate impact assessment to judge the success of the projects and devise a future course of action.

5. Promotion and Branding

- To make/develop promotional material like pictures/posters/quotes etc. from the projects and share with the branding & publicity team to ensure projects get required publicity.
- To write/provide case stories from the projects for use in social media and websites.

Essential Skills & Qualities

- Self-starter, with sound judgment and problem-solving skills.
- Superior verbal and written communication skills, and ability to effectively synthesize and present information to reach diverse audiences, with the appropriate degree of diplomacy and persuasion.
- Creative problem solver with a rigorous approach and an aptitude for quantitative analysis.
- Demonstrated initiative to solve unstructured problems with little oversight, high energy, and a positive attitude.
- Ability to work in a fast-paced environment with flexibility, efficiency, enthusiasm, and diplomacy both individually and as part of a complex team effort.

Qualifications

- Bachelor's Degree in Social Work or Social Sciences from a Premier College, Master's degree will be given preference.
- Diploma/ Degree course or specialization in the field of Disability will be given preference.
- Minimum 2 years of job experience in the field.

Additional Skills/Experience (Preferred):

- Hands-on experience working with projects/social projects, survey design, impact assessment, and knowledge of Statistical Package for Social Sciences (SPSS) or any other statistical software.
- Master's Degree (Preferred): MBA/PGDM, etc



Although, the individual will work in a small team, it is essential that the chosen candidate can work in an independent manner to complete the given tasks in a time-bound manner.

Application Process and Timelines

Application Process: Please click on the link under the '**Careers**' section on sbifoundation.co.in

Application Link: [Click here to fill the application](#)

Deadline for applications: 10th Nov 2023

Only applications of shortlisted candidates will be acknowledged.