



## **Vacancy: Project Manager at LEARN**

**Apply before: 05 March 2023**

### **About LEARN**

LEARN is an NGO in Maharashtra that aims to holistically empower women in the urban informal sector to work and live in conditions of dignity and freedom, by building their collective strength through education, awareness on health issues, research, grassroots community development and self-help groups of women. Since 2000, LEARN has been actively reaching out to urban poor home-based workers, domestic workers, street-vendors, micro-factory workers, garment workers, rag-pickers, and construction workers in Mumbai, Nashik and Solapur. LEARN believes in extending support to women in distress, enabling them to come up with collective solutions for issues that affect them and their communities. We support them to improve their lives to pursue better futures for themselves and their families. In this pursuit, their children are also an important focus of our efforts. We provide safe, developmental childcare as well as conduct a variety of activities to foster children's creativity, and nurture their activism through theatre.

In a new collaboration with HCL Foundation under the HCL UDAY program, LEARN will now create a women's collective in slum settlements of Nagpur city.

### **Position Description**

Job Title: Project Manager, LEARN-HCL Foundation Project

Commencement Date: 1 April 2023

Contract Term: 12 months

Location: Nagpur

Travel required: Mumbai and Nashik

### **Overall responsibilities**

Coordinate the implementation of a LEARN-HCL Foundation project on creating and strengthening women's collectives in Nagpur

The key responsibilities of the role include:

- Managing and Monitoring LEARN's project titled 'Nurturing Grassroots Women's Leadership and Strengthening Women's Collectives in Nagpur' supported by HCL Foundation  
Conducting research through the course of the project
- Developing knowledge materials for grassroots women's collective in the urban informal economy, in collaboration with LEARN grassroots team
- Conducting trainings, exposure visits and sensitisation workshops of Community Resource Persons (CRPs) and area leaders in the community and developing the necessary materials for these activities
- Ensuring smooth implementation, MIS monitoring and reporting of project progress to LEARN project management team (PMT) and HCL Foundation

- Regular coordination, assistance and follow-up with Nagpur project coordinator for programmatic and financial implementation and reporting, including financial planning and checking of expenses
- Regular Financial and Programmatic Reporting on the Nagpur project
- Monthly reporting to LEARN finance head and LEARN PMT for the Nagpur project
- Regular coordination with web maintenance service for updating LEARN website
- Coordinate with HCL Foundation staff and HCL volunteers
- Represent LEARN in other forums, where necessary
- Other duties as assigned by the Project Core Committee of LEARN

**Selection Criteria:** Knowledge and experience

- Master's degree (or first level degree) in social sciences, sociology, labour studies or gender studies or equivalent
- At least 3 years' experience in project management coordination in organisations within the gender rights movement, labour movement, civil society, cooperative movement or equivalent
- Strong communications skills in both written and spoken English

**Additional Skills and attributes**

- Strong project management skills
  - Experience designing and delivering training and capacity building programmes
  - Participatory facilitation skills
  - Ability to use new technologies for organising, project coordination and communications
  - Strong time management and task coordination skills, particularly with an ability to work with a geographically spread out team
  - Networking skills and ability to coordinate a wide variety of staff and stakeholders
  - Demonstrated experience in project management and coordination including close monitoring of budgets, drafting timely and accurate reports for internal and external accountability
  - Demonstrated commitment to gender equality and ability to develop gender equality strategies
  - Willingness to travel to project location frequently and elsewhere, if required
- Fluency in English is mandatory, fluency in Marathi and Hindi is desirable

**Supervision:** The Project Manager will report to the Chairperson, LEARN

**Salary:** Commensurate with qualification and experience

Interested candidates should send:

- Your CV
- A motivation letter
- A writing sample

All three documents to be sent by email only to [learn-india@outlook.com](mailto:learn-india@outlook.com). In the subject line of email, please mention: 'Application for the position of Project Manager'

**Women candidates are especially encouraged to apply.**