

## ASSISTANT PROJECT SUPERVISOR

With increased urbanisation in India, the issue of urban poverty is on the rise - and will magnify if not tackled collectively. And no-where in India is this problem more pronounced, than in Mumbai. The **urban poor struggle to survive, and are deprived of basic human needs** – water, sanitation, nutrition, health and shelter. Inadequate access to healthcare, education and livelihood opportunities keeps them vulnerable.

Apnalaya works with the urban poor- Enabling access to basic services, healthcare, education and livelihoods; Empowering them to help themselves; and Ensuring provision of civic entitlements through advocacy with the government.

Our range of programs work at three different levels to help uplift the urban poor:

- **INDIVIDUAL** - We enable access to basic civic amenities, healthcare, education and livelihoods – necessary for individuals to survive, feel secure and grow.
- **COMMUNITY** – We empower the community to help themselves, by building their capacity as Volunteers.
- **GOVERNMENT** – We ensure the provision of civic entitlements through advocacy with the government.

### JOB DESCRIPTION

*An Assistant Project Supervisor is responsible for management and execution of the Citizenship and Advocacy projects. Working closely with the community, especially the youth, content creation and training in self and social awareness, critical thinking and civic and constitutional rights constitute the core of the role. Other responsibilities include budget management, documentation and reporting.*

**Location:** Shivaji Nagar, Mumbai

Reports to the Project In-charge, C&A

#### A. KEY RESPONSIBILITIES

##### Management of Projects

- Manage project deliverables, their timelines and quality
- Contribute to the development of relevant training and master training modules including online facilitation and adaptation with content generation
- Contribute to research, proposal writing, event, activity undertaken by the programme and the organisation
- Conduct and facilitate meetings and trainings with stakeholders (e.g. parents, youth, school authorities, elected representatives and NGO partners, government officials, etc.)
- Strengthen citizens' participation at different levels (e.g.: Area Sabha, SMCs, Child Protection Committees, Civic Action Groups, etc.)
- Participate in the promotion of the project among like-minded NGOs
- Assist with donor visits, reporting and overall partnership management

- Maintain and manage data of the projects as per the organisational data policy

#### **Partnership Management**

- Support in developing and managing partnership with the government, NGOs, donors, supporters
- Maintain updated datasheet of all the Networking and Advocacy partnerships

#### **Team Management**

- Manage, guide, mentor, and review the staff reporting in this position
- Identify capacity building needs of the reportees

#### **Budgetary Responsibilities**

- Work with the Project In-charge to develop and manage programme/project budgets; develop monthly projections, monitor and settle expenses with due-diligence and compliance as per the Organisational and statutory norms

#### **Organisational Responsibilities**

- Contribute to and participate in Organisational initiatives
- Share reports, stories of success and challenges as required

#### **QUALIFICATIONS & EXPERIENCE**

*Experience/aptitude in urban governance, human rights, community empowerment, youth development, capacity building, advocacy and networking are critical to this role.*

- A Master's Degree in Social Work or Social Sciences
- A minimum of 3-5 years' experience in working with informal settlements or any other marginalized communities
- Proficiency in English with excellent writing skills and a working knowledge of Hindi are pre-requisites
- Advanced proficiency in computer and tech related areas
- Ability to manage complex projects is desirable
- Demonstrable leadership and management skills

#### **BEHAVIOURAL COMPETENCIES**

You will be a team player, solution-oriented, self-driven professional with strong sense of empathy, equity, constitutionalism, integrity and ownership.

**[Send your application to: hr@apnalaya.org](mailto:hr@apnalaya.org)**