

Project Supervisor

About the Organisation:

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 programmes 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.

Education and Livelihoods:

The Education & Livelihood Programme takes into account the realities prevalent in the Shivaji Nagar area, including meagre employment opportunities, low skill sets and poor aspiration among people. With low levels of literacy and higher dependence on informal means of livelihood, achieving gainful employment and sustainable livelihoods is a monumental task. In a bid to break the persisting cycle of inter-generational poverty, the Programme focuses on the wholesome development of an individual, particularly adolescents, youth and women. Through various projects, they are encouraged them to aspire and builds capacities and skills that will help them to navigate the challenges they may face as well as to work together for common goals for the community. Currently the focus areas under this programme include capacity building of adolescents, youth and women, promotion of employability and entrepreneurship, and incentivising volunteerism in the community through sustainable livelihoods.

Job Description:

A Project Supervisor is responsible for the development, management, and execution of the Education and Livelihoods Programme. They should have the experience, expertise and skills to design, implement and monitor projects around education, employability and empowerment of adolescents, youth and women. The person would also be involved in donor, stakeholder and budget management, capacity building of team and supporting the citizenship approach of Apnalaya.

Location: Shivaji Nagar, Chembur, Mumbai

Reports to the Director, E&L

Duties and Responsibilities include:

<p>Overall Programme management and Implementation</p> <ol style="list-style-type: none"> 1. Contribute to the overall development of the Education and Livelihoods Programmes 2. Manage the Programme ensuring responsibility for deliverables, their timelines and quality 3. Contribute to any research, proposal writing, event, activity undertaken by the programme and the organisation 4. Responsible for capacity building of staff and team building processes 5. Monitoring of Project Outputs and Donor Reporting 6. Programme budget management and monitoring as per organisational guidelines
<p>Programme Management</p> <p>A. Education</p> <ol style="list-style-type: none"> a. Management of Education projects as per guidelines and SOPs in place. b. Implement and monitor execution of the Education, Employability and Empowerment (E3) programme to ensure zero drop-out and underage marriage: <ol style="list-style-type: none"> i. Support and guide the youth mentors in the programme in planning and implementation of programme activities. ii. With support of the mentors and team strengthening capacities of the adolescent groups and youth to express and respond to needs and challenges iii. Updating the existing E3 curriculum as per feedback and outcomes iv. Strengthening the employability component in the programme through low-cost innovations, volunteer and employee engagement opportunities. v. Build and strengthen relationship with local schools and government officials c. Ensure proper documentation, case study development and reporting as per donor and organisational requirements <p>B. Employability and Livelihoods</p> <ol style="list-style-type: none"> a. Support in developing an evidence-based model for urban livelihoods for youth and women along with SOPs, Training modules

- b. Facilitate better employment generation opportunities in the community considering needs and aspirations of the youth in the community
- c. Implement and monitor livelihood programmes including community appropriate income generating schemes for youth in an urban context.
- d. Build and strengthen relationship with government and other stakeholders like vocational training organisations, corporates to facilitate access to better livelihood opportunities for youth and women in the community.

Partnerships and Donor relations

- 1. Coordinate with Donors and partners for operational and logistical requirements
- 2. Ensure adherence to timelines in submission of donor reports and other documents as required
- 3. Build and maintain relationship with existing and potential donors.

Networking and Advocacy

- 1. Undertake networking and advocacy tasks as decided by the Organization
- 2. Develop and manage partnership with NGOs and other stake holders; maintain updated data-sheet of all the Networking and Advocacy partnerships

Team Management

- 1. Identify capacity building needs, develop and facilitate relevant interventions for team members and prepare reports for the interventions and processes undertaken
- 2. Review and provide support to the staff on their work and their interactions with stakeholders in accordance with organizational goals
- 3. Monitor HR and administration related issues and report critical issues to the Program Director on a regular basis.

Budgetary Responsibilities

- 1. Development and Management of the Programme Budget that includes:
 - a. Working with the Director and team for preparation of Annual plan
 - b. Developing and Monitoring Monthly Budget Plan in consultation with Director and team and ensuring implementation of project activities as per plan
 - c. Developing monthly projections and monitoring of expenses, due-diligence and compliance with Organizational norms
 - d. Coordination with Finance team with guidance from Director

Organizational Responsibilities

- 1. Contribute to and participate in any organizational initiative as decided upon by the Organization
- 2. Periodically share reports, stories of success and challenges with the Organizations

Desired Candidate Profile

- A Master's Degree in Social Work/ Urban Policy and Governance/ Development Studies/ other relevant subject with sufficient exposure to Gender Studies; minimum 5 years' relevant experience in working with issues related to youth and gender
- Proficiency in English with excellent writing skills and proficiency in spoken Hindi
- Computer proficiency
- Process and Results oriented with good analytical and critical thinking skills
- Demonstrated experience of leading teams and working with cross functional teams
- Demonstrate an understanding of and sensitivity to
 - Different forms of inequalities that impact the different aspects of access to basic rights and entitlements.
 - The cultural context and challenges faced by youth and women in the vulnerable and marginalized communities

Behavioural Competencies

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

Remuneration

Commensurate with experience and skill