Application for the position – **Project Leader for Water Management Projects in Villages**

Location: **Gurgaon, Haryana (Extensive travel to project locations)**

S M Sehgal Foundation (“Sehgal Foundation”) is a public, charitable trust registered in India since 1999. Our mission is to strengthen community-led development initiatives to achieve positive social, economic and environmental change across rural India. Based in Gurgaon, Haryana, we work primarily in the remote, semi-arid regions of Haryana and Rajasthan.

We advance our mission by working with rural communities to increase agricultural productivity, manage water resources, strengthen grassroots democracy and facilitate citizen participation through good rural governance and community media, putting a strong emphasis on gender equality and women’s empowerment.

From ideas to impact, the following core values guide and inspire our actions:

* Integrity: We value honesty and consistency of character in our actions and attitudes.
* Professionalism: We practice and promote professional standards in our work.
* Excellence: We encourage a culture of innovative thinking and creative collaboration.
* Optimism: We believe in passionate optimism and continuous learning to realize our vision.

Our Water Management Program mitigates water scarcity and water-related health concerns by applying appropriate technologies designed to secure and sustain a local water supply for drinking, household and agricultural purposes, while helping villagers improve sanitation and manage wastewater in their schools, homes and community environment.

**Job Description**

The Project Leader for water management projects serves as a key member of the project management team and reports to Group Leader-Projects.The Project Leader will work in close collaboration with Program Leader-Water Management, Program Leader-Agriculture Development, Director-Communications and Group Leader–Rural Research, leveraging the diverse resource base of S M Sehgal Foundation, for efficient and effective implementation of donor dependent projects.

**Key Responsibilities:**

1. Supervise and monitor smooth implementation of assigned projects ensuring that the stated deliverables are achieved in accordance with targets and procedures.
2. Depute project implementation team and coordinate their activities.
3. Monitor project finances and resource requirement within project budget. Be responsible for financial status follow-up in collaboration with the Finance & Administration Department, invoices, contracts and payments.
4. Facilitate impact assessment of assigned projects.
5. Prepare progress reports for assigned projects; submit news and story leads to the Communications Department.
6. Manage, supervise, train and mentor the project team to enable them to optimize their work contribution.
7. Provide inputs for preparation of MIS for assigned projects to track progress.
8. Provide technical support in the preparation of new project proposals for water management.
9. Implement improvement processes on the project to identify best practices, implement improvements, and provide feedback to project management team for continuous improvement.
10. Adhere to organization policies and procedures, and values.

**Skills:**

1. Strong interpersonal and communication abilities; written and verbal skills (Hindi and English).
2. Self-starting and goal-oriented with the demonstrated ability to initiate, design, plan, and execute multiple complex projects simultaneously with exceptional attention to detail and flow
3. Ability to manage a team effectively and efficiently under pressure while maintaining a high level of professionalism
4. Ability to function effectively with occasional organizational ambiguity and successfully keep projects moving forward
5. A high level of energy and flexibility to deal with shifting priorities and ability to work collaboratively as part of a team or independently as needed.

**Qualifications:**

* Strong in project management, building consensus among colleagues and across reporting lines; experience with team coordination, strategic planning and project monitoring.
* Passion for water or NRM related issues, commitment to participatory development and an interest in grass root project implementation.
* Degree level qualification in Civil Engineering, Development Studies, Management, or Social Sciences.

**Experience**: Minimum 5 years of experience of managing a project team, implementing grass-root level development projects in rural areas in water management.

**Compensation:** Salaries at S M Sehgal Foundation are highly competitive within the non-profit sector. Sehgal Foundation is an equal opportunity employer. Female candidates are encouraged to apply.

**Deadline for application:** September 15, 2014

**How to apply:**Email your CV, the names and contact information for three references who have supervised you, and a cover letter stating your motivation for applying and working experience in the related field and current salary level (CTC) to;

jobs@**smsfoundation.org (**Please mention the position applied for in subject)

**Or post it to:**

**Attn: Human Resources – Water Management**
**S M Sehgal Foundation
Plot No- 34, Sector- 44**

**Institutional Area, Gurgaon
Haryana (INDIA) – 122003
Phone +91-124-4744109; Fax – 4744123**

**Website: www**.**smsfoundation.org**