

Job Description- Project Officer

Roles & responsibilities:

- Reporting and documentation of the projects, programmes and events and its timely submission.
- Prepare the reports for the donors and coordinate with project team in states for the timely submission of reports to the District Coordinator
- Assist in monitoring the progress of the projects and keep the Manager informed about them.
- Maintain separate file for each project and update from time to time
- Monitor monthly progress reports of all projects.
- Prepare a brief report on activities and share with the Supervisor.
- Develop project proposal/concept note
- Assist in conducting workshops, seminars and conferences.
- Assist to produce and disseminate periodical narrative report to various stake holders.
- Documenting the various best practices of each project and sharing it with other departments.
- Assist in organizing monthly meetings for the projects.
- Assist in facilitate evaluation of projects through external agencies as per requirements.
- Any other work assigned by the supervisor/organization

Skills & Competencies for the role:

- Strong observation, analytical and writing skill
- Excellent command over language- English, Hindi
- Should be well organized
- Contribute to Team Success: Actively participate as a member of the team, to move team towards completion of goals
- Organizing Skills: Ability to organize and manage multiple tasks under time pressure

Stress Tolerance: Ability to continue to perform under pressure and maintain stable performance.