

Head Office Address:
4, Community Shopping Centre,
Anupam Apartments, Saidullajab,
MB Road, New Delhi 110068
Tel: +91 88005 15992 | E-mail: delhi@srijanindia.org
Website: www.srijanindia.org



@SelfReliantInitiativesThroughJointAction @srijanofficial @srijanofficial @srijan_india

JOB DESCRIPTION

POSITIONS VACANT: Project Manager MEL (Monitoring, Evaluation and learning)

1. ORGANIZATION BACKGROUND

Founded in 1997 and registered as a public charitable trust in January 2000, SRIJAN is a grassroots implementation and support agency, committed to promoting sustainable and self-reliant models of rural development through interventions in agriculture, horticulture, natural resource management, and livestock.

Geographically spread over four states, SRIJAN works at the grassroots and collaborates with the state/central governments to help build both hard and soft infrastructure for the rural poor. It has been and continues to be in several policy-making bodies of the central government. It has a healthy portfolio of projects with an annual value of Rs. 25-30 crores and a headcount of 400 direct and indirect staff. It is supported by a range of well-known donors, such as the Axis Bank Foundation, Bill and Melinda Gates Foundation, Azim Premji Foundation, HDFC Bank CSR, IndusInd Bank CSR, Hindustan Unilever Foundation, etc.

For more information, please visit <http://srijanindia.org/>

2. JOB DESCRIPTION

Designation: Project Manager

Location: Delhi

Compensation: Rs 50,000 plus (As per work Experience). In addition to this, there are communication expenses, and all travel expenses are covered by the organization. SRIJAN also provides Group personal accidental and group medical insurance facilities.

Experience and Qualifications

1. Minimum 3-5 years of experience in knowledge management, communication, or documentation in the development sector or related fields.
2. Prior experience working with FPOs, farmer collectives, or rural livelihoods programs is highly desirable.
3. Excellent written and verbal communication skills in English and Hindi.
4. Strong ability to conceptualize and create high-quality reports, presentations, and content for diverse audiences.
5. Proficiency in MS Office, especially EXCEL, Google Sheets, graphic design tools, and social media management.
6. Familiarity with monitoring and evaluation processes and tools.
7. Ability to work collaboratively with multi-disciplinary teams.
8. Strong interpersonal and organizational skills.

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9. Ability to manage deadlines and multitask in a dynamic environment.

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10. Ability to travel to project location
11. Able to work independently with minimal supervision.

Responsibilities

1. Knowledge Building

- Collect, organize, and analyze data, lessons learned, and best practices from project activities.
- Support in developing training manuals, toolkits, and guidelines for FPO members and stakeholders.
- Facilitate internal knowledge-sharing sessions to ensure cross-learning among project teams and FPOs.

2. Communication

- Develop and disseminate high-quality communication materials, including newsletters, case studies, success stories, and reports, to promote SRIJAN's FPO initiatives.
- Ensure effective branding and positioning of SRIJAN's FPO-related work in print and digital platforms.
- Collaborate with program teams to design and implement targeted communication campaigns for stakeholders such as donors, government agencies, and farmer communities.

3. Documentation

- Maintain systematic documentation of project activities, outputs, and impacts to ensure transparency and accountability.
- Lead the preparation of periodic project reports for donors and other stakeholders.
- Ensure compliance with organizational standards for documentation and reporting.

4. Stakeholder Engagement

- Coordinate with project teams, FPO leaders, and external stakeholders to gather and share relevant information.
- Support the organization of events such as buyer-seller meets, exposure visits, and workshops by preparing communication materials and reports.

5. Monitoring and Evaluation (M&E) Support

- Work closely with the M&E team to develop knowledge products based on field data and impact assessments.
- Create visual and narrative summaries of monitoring data to highlight project achievements and areas for improvement.
- Managing Baseline and endline data collection
- Submit timely reports to the donors and other stakeholders as per the requirement.

6. Other tasks

- Managing project activities including organizing learning workshops, seminars, and conferences.
- Day-to-day dealing with consultants/facilitators/third-party agencies
- Any other task assigned by the management

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3. QUALIFICATION

Master's degree in Rural Development, Social Sciences, Mass Communication, or related fields.

APPLICATION PROCESS:

If you are interested, please [apply here](#) on our website by April 5th, 2025.