

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



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JOB DESCRIPTION

1. POSITIONS VACANT: PROJECT MANAGER - Communication

2. 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/>

3. JOB DESCRIPTION

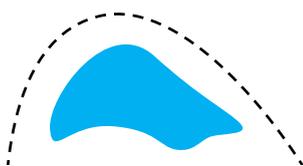
Designation: Project Manager

Location: Delhi

Compensation: As per the experience and organisation structure

Experience and qualification

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 rural livelihoods programs is highly desirable.
3. Excellent written and verbal communication skills in English and Hindi.
4. Strong ability to conceptualise 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.



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7. Ability to work collaboratively with multi-disciplinary teams.
8. Strong interpersonal and organisational skills.
9. Ability to manage deadlines and multitask in a dynamic environment.
10. Ability to travel extensively.
11. Able to work independently with minimal supervision.

4. QUALIFICATION

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

APPLICATION PROCESS:

If you are interested, please [apply here](#) by February 25th, 2026.

